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ABSTRACT

Policies and procedures established by the Colorado Commission on Higher Education for the use of state-funded student assistance are presented. Annual budget ranges, sample forms, and instructions are included. In addition to providing definitions and general policy information, the guidelines cover fund application and allocation; accounting, recordkeeping, and reporting; financial and management assistance; and current state student aid legislation. The following programs are covered: Colorado Student Incentive Grant Program, Colorado Student Grant Program, Colorado Work-Study Program, graduate grant and fellowship programs, undergraduate merit award program, loan matching, dependents' tuition assistance, outreach tuition grant, National Guard tuition assistance, and veterans tuition assistance program. In addition to forms for each program, forms are included for: residency criteria, institutional application to participate in state programs, consortium procedures for financial aid, students' estimation of expenses and resources for award period, budget adjustment procedures for nonpublic colleges, institutional fiscal operations report, and report of expenditures and request for funds. A subject index is included. (SW)

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STATE OF COLORADO
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COLORADO HANDBOOK
FOR
STATE-FUNDED STUDENT ASSISTANCE PROGRAMS

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COLORADO COMMISSION
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TABLE OF CONTENTS

CHAPTER

ONE: INTRODUCTION

101. Purpose of Handbook 1
102. Use of Handbook 1
103. Handbook Updates and Distribution 1

TWO: DEFINITIONS

201. State-funded Student Assistance 3
202. Colorado Resident Student 3
203. Self-supporting or Independent Student 3
204. Dependent Student 3
205. Eligible Institution 3
206. Eligible Program 3
207. Undergraduate Student 4
208. Special Attendance Categories 4
209. Graduate Student 5
210. Professional Student 5
211. Secondary Student 5
212. Full-time Student 5
213. Half-time Student 5
214. Less than Half-time Student 6
215. Documented Financial Need 6
216. Overaward 6
217. Overpayment 6
218. Refund 6
219. Repayment 6
220. FORMS
CCHE-II-1 Residency Criteria and Questionnaire for State-Funded Student Assistance Programs 7
CCHE-II-2 Institutional Application to Participate in State-Funded Student Assistance Programs 8
CCHE-II-3 Consortium Procedures for Financial Aid 12

THREE: GENERAL POLICIES

301. Nondiscrimination, Affirmative Action 15
302. Assignment of Administrative Responsibility 15
303. Written Institutional Policies 16
304. Financial Aid Transcript 17
305. Financial Aid Committee 17
306. Appeal Procedure 17
307. Student Consumer Information Requirements 18
308. Withdrawal Procedures 18
309. Fraud and Abuse 18
310. Policies for Need-Based and Need Qualified Funds 19
A. Application Requirements 19

B. Student Budgets 19
C. Student Resources 23
D. Packaging Policy 23
E. Award Notices 25
F. Acceptance of Award 25
G. Award Revisions 26
H. Documentation and Verification of Applicant-reported Information 27
  1. Institutional Responsibility 27
  2. Definitions 27
  3. Recommended Types and Sources of Documentation. 28
I. Recovery of Overpayments 28
311. Maximum Awards 29
312. Forms to Assist in Administration of General Policies
  CCHE-III-1 NASFAA Statement of Good Practices 30
  CCHE-III-2 Sample Follow-Up Letter to Students Who Refuse Part of Aid Package 31
  CCHE-III-3 Student Estimate of Expenses and Resources for Award Period 32
  CCHE-III-4 Statement of Educational Purpose 33
  CCHE-III-5 Financial Aid Transcript 34
  CCHE-III-6 Institutional Policy Review 35
  CCHE-III-7 Recommended Format for Preparing Institutional Program Plans 36
  CCHE-III-8 List of Comparable State Institutions 38
  CCHE-III-9 Budget Adjustment Procedures for Non-Public Postsecondary Institutions 39
313. Program Comparison for State-Funded Student Assistance ... 40

FOUR: COLORADO STUDENT INCENTIVE GRANT PROGRAM

401. General Description 42
402. Institutional Eligibility 42
403. Student Eligibility 43
404. Award Limits 43
405. Disbursement Acknowledgement 43
406. Special Reporting Requirements 43
407. Transferability of Funds 44
408. CSIG Recommendation and Reconciliation Instructions 45
  CCHE-IV-1 CSIG Recommendation Form 51
  CCHE-IV-2 CSIG Deletion Form 54
  CCHE Institution Codes for Financial Aid 55

FIVE: COLORADO STUDENT GRANT PROGRAM

501. General Description 57
502. Institutional Eligibility 57
503. Student Eligibility 57
504. Award Limitations 57
505. Adjustments to Level of Expenditure 58

SIX: COLORADO WORK-STUDY PROGRAM

601. General Description 59
602. Institutional Eligibility 59
603. Student Eligibility 59
    A. General Requirements 60
    B. Financial Need Requirement 60
604. Institutional Requirements for Selection of No-Need Work-Study Award Recipients 60
605. Award Limitations 60
    A. Maximum Hours of Employment 61
    B. Overearnings 61
606. Eligible Types of Employment 61
607. Special Administrative Responsibilities for Off-Campus Employment Programs 62
608. Match Requirements 62
609. Rates of Pay 62
610. Disbursement 63
611. Special Recordkeeping Requirements for Colorado Work-Study 63
    A. Job Description, Referrals, and Acknowledgements of Referrals 63
    B. Time Records 63
612. Adjustments to Level of Expenditures 63
613. CCHE-IV-1 College Work-Study - Terms of Agreement 65

SEVEN: GRADUATE GRANT AND FELLOWSHIP PROGRAMS

701. Colorado Graduate Grant Program Policies 67
    A. General Description 67
    B. Student Eligibility 67
    C. Institutional Requirements for Selection of Graduate Grant Recipients 68
    D. Award Limitations 68
    E. Adjustments to Level of Expenditure 68
702. Colorado Graduate Fellowship Program Policies 69
    A. General Description 69
    B. Student Eligibility 69
    C. Institutional Requirements for Selection of Graduate Fellowship Award Recipients 69
    D. Award Limitations 70
    E. Adjustments to Level of Expenditure 70

EIGHT: UNDERGRADUATE MERIT AWARD PROGRAM

801. General Description 71
802. Institutional Eligibility 71
803. Student Eligibility 71
804. Institutional Requirements for Administration of the Undergraduate Merit Award Program 71
805. Award Limitations 72
    A. Maximum Amount of Award 72
    B. Awards to Students Receiving Need-Based Assistance ... 72
    C. Awards to Out-of-State Students 72

D. Renewal Awards 73
806. Adjustments to Level of Expenditure 73
CCHE-VIII-1 Undergraduate Merit-Based Aid Report 74
CCHE-VIII-2 Proposed Format for Reporting to Commission on Use of Undergraduate Merit-Based Aid 75

NINE: LOAN-MATCHING; DEPENDENTS' TUITION ASSISTANCE; OUTREACH TUITION GRANT; NATIONAL GUARD TUITION ASSISTANCE

901. Loan-Matching Program Policies 78
A. General Description 78
B. Institutional Eligibility 78
C. Institutional Compliance with Federal Policy 78
D. Institutional Responsibility for Pre-Loan Counseling 78
E. Institutional Responsibility for Loan Collection 80
902. Tuition Assistance for Dependents of Deceased or Permanently Disabled National Guardsmen, Law Enforcement Officers, or Firemen; or Dependents of Prisoners of War and Military Personnel Missing in Action 81
A. General Description 81
B. Institutional Eligibility 81
C. Student Eligibility 81
D. Award Limitations 82
E. Application Procedures 82
903. Outreach Tuition Grant Program Policies 84
A. General Description 84
B. Institutional Eligibility 84
C. Student Eligibility 84
D. Award Limitations 84
E. Disbursement 85
F. Transferability of Funds 85
G. Procedures for Institutional Application to Participate in the Outreach Tuition Grant Program 85
904. National Guard Tuition Assistance 86
A. General Description 86
B. Institutional Eligibility 86
C. Student Eligibility 86
D. Award Limitations 87
E. Application Procedures 87
F. CCHE-IX-1 Billing Form 88
CCHE-IX-2 National Guard Tuition Assistance Application Form 89

TEN: APPLYING FOR FUNDS, ALLOCATION OF FUNDS

1001. Applying for Funds 91
1002. Allocation of Funds 91
A. Allocation Among Programs 91
B. Calculation of Institutional Need 91
C. Adjustments to "Fair Share" Allocations 92
D. Allocations Among Institutions 92
1. General Policies 92
2. Eligible Institutions 92

a. Colorado Student Incentive Grant Program 93
b. Colorado Student Grant Program 93
c. Colorado Work-Study Program 93
d. Colorado Graduate Grant Program 93
e. Colorado Graduate Fellowship Program 93
f. Undergraduate Merit Award Program 93
1. Colorado Scholarship Program 93
2. Colorado Athletic Award Program 94
g. Loan-Matching Program 94
h. Dependent's Tuition Assistance 94
i. Outreach Tuition Grant Program 94
j. National Guard Tuition Assistance 94
E. Allocation Policies by Program 94
1. Colorado Student Incentive Grant 94
2. Colorado Student Grant 95
3. Colorado Work-Study 95
4. Colorado Graduate Grant 95
5. Colorado Graduate Fellowship 95
6. Undergraduate Merit Awards 95
7. Student Loan Matching Funds 96
F. Allocation Notification 96
1003. Computing Utilization Rates 96
1004. CCHE-X-1 Institutional Request for Funds 97
1005. CCHE-X-2 Student Enrollment Information, 1984-85 Allocation of State-Funded Student Aid 99
CCHE-AN-1 Official Allocation Notice for State-Supported Student Assistance Programs 100
CCHE-AJ-1 Request for Adjustment to Current Allocation for State-Funded Student Assistance Programs 101

ELEVEN: ACCOUNTING, RECORDKEEPING AND REPORTING

1101. Accounting and Recordkeeping 102
A. Accounting, Fund Management, and Disbursement Activities 102
1. Accounting and Fund Management Activities 102
2. Allocation Period for State-Funded Student Assistance Programs 102
3. Distribution of Allocated Funds 102
4. Adjustments to Level of Expenditure 103
5. Adjustments to Allocations 104
6. Disbursement 105
7. Student Repayment of State Grant Funds 106
B. Accounting Records 106
C. Program Policy Records 107
D. Individual Student Records 107
E. Retention of Records 108
1102. Reporting Requirements 108
A. Colorado Student Incentive Grant Recommendation and Reconciliation Report 108
B. Report of Utilization 108
C. State-Funded Student Assistance Fiscal Operations Report 108

D. Student Roster 108
1103. Audits 109
1104. Calendar for Submission of State-Funded Student Assistance Program Reports 110
1105. CCHE Institution Codes for Financial Aid 111
1106. FORMS
CCHE-XI-1 Report of Expenditures and Request for Funds 113
CCHE-XI-2 Report of Utilization 114
Institutional Fiscal Operations Report Instructions 115
CCHE-XI-3 Institutional Fiscal Operations Report 118
1983-84 Student Aid Roster Instructions 126
Validation of Student Roster Instructions 132
CCHE-XI-4 Validation of 1983-84 Student Aid Roster 133

TWELVE: FINANCIAL AID MANAGEMENT ASSISTANCE

Assistance Visits and Program Reviews 134
CCHE-XII-1 Program Review Checklist 136

THIRTEEN: CURRENT STATE STUDENT ASSISTANCE LEGISLATION 143

FOURTEEN: VETERANS TUITION ASSISTANCE PROGRAM GUIDELINES 152

APPENDIX A Institutional Guidelines for Application and Certification Completion 167

APPENDIX B Calculation of Eligibility/Entitlement 170

APPENDIX C Veterans Tuition Assistance Users Guide 172

INDEX 173

CHAPTER ONE: INTRODUCTION

101. Purpose of Handbook

The primary purpose of this Handbook is to communicate the policies and procedures established by the Colorado Commission on Higher Education (CCHE) for the use of state-funded student assistance. The Commission anticipates that the Handbook will also contribute to a general improvement of student aid administration through the recommendation of desirable practices. Implementation of such practices should promote efficiency and increase equity for students.

In addition to policies, procedures, and recommendations, the Handbook contains annual budget ranges, instructions, and sample forms. Budget ranges and instructions will be updated each year; forms will be changed as infrequently as possible.

The final chapter contains the policies and procedures to be used for the Colorado Veterans' Tuition Assistance program. This program is not affected by the policies and procedures set forth in other chapters.

102. Use of Handbook

This Handbook contains state policy. All state-funded student assistance programs are to be administered according to the policies and procedures contained herein. The Handbook does not supersede Federal statutes, rules and regulations, the Federal Student Financial Aid Handbook, or State statutes. In addition, institutions should prepare written policy manuals which record institutional policy and procedures. This Handbook specifies many of the elements which should be included in such a manual but is not intended to give an exhaustive outline.

The policies expressed in the Handbook are to be implemented as written. It is recognized, however, that exceptional circumstances occasionally arise and require the use of professional judgment to modify the policy to provide a more appropriate response. Exceptions concerning individual students may be made by the institutional aid administrator without prior approval of the Commission, unless noted otherwise in the Handbook. Exceptions concerning policies affecting entire programs require prior approval of the Commission. In all cases institutions are expected to maintain written documentation of the reasons for making the exception. No exceptions are to be made on residency requirements.

103. Handbook Updates and Distribution

The Handbook is intended to be an evolving document subject to regular updating, revision, and improvement. Accordingly, it will be reviewed at least annually, and necessary changes made to clarify intent, to implement policy revisions, to update annual data, and to incorporate new statutory provisions made. Copies of these changes and updates will be sent to each participating institution for inclusion into the Handbook.

Institutions are encouraged to take part in continuing dialogue with CCHE regarding changes needed in the Handbook. Suggestions regarding policy as well as format are welcome.

Two copies of the Handbook are distributed to the financial aid office at each institution participating in one or more state-funded student assistance programs. Two copies of all revisions and updates will also be sent to each institution. One copy of the Handbook and all updates are sent to the fiscal office of the institution. However, institutions and other entities which would like additional copies of the Handbook or of revisions may obtain them from the Commission for a minimal charge.

CHAPTER TWO: DEFINITIONS

201. "State-funded student assistance" means funds provided under the following programs:

A. Need-based Programs
  Colorado Student Incentive Grant
  Colorado Student Grant
  Colorado Work-Study
  National Direct Student Loan and Health Professions/Nursing Student Loan Matching
  Outreach Tuition Grant Program

B. Need-qualified Program
  Colorado Graduate Grant

C. Non-need-based Programs
  Colorado Graduate Fellowship
  Undergraduate Merit (Scholarships and Athletic Awards)
  Colorado No-Need Work-Study
  Tuition Assistance for Dependents of Deceased or Permanently Disabled National Guardsmen, Law Enforcement Personnel or Dependents of POW/MIA's
  National Guard Tuition Assistance

202. "Colorado resident student" means a student who is eligible for in-state tuition classification as defined in Title 23, Article 7, C.R.S. , for public institutions. For non-public institutions the tuition classification statute has been interpreted for financial aid purposes only. **(see CCHE-II-1)** Each institution has been provided with a copy of the "Tuition Classification Guidelines" prepared by the office of the Attorney General for the State of Colorado.

203. "Self-supporting or independent student" means a student who meets the requirements for self-supporting or independent student status as defined in regulations and policy governing the Federal campus-based financial aid programs (e.g. Title 34 CFR, § 674.2, 675.2, 676.2).

204. "Dependent student" means a student who does not qualify as a self-supporting or independent student under §203.

205. "Eligible institution" means an educational institution operating in Colorado which meets requirements specified in C.R.S. 23-3.3.-101, as verified through the "Application to Participate in State-Funded Student Assistance Programs" submitted to the Colorado Commission on Higher Education. **(see CCHE-II-2)**

206. "Eligible program" means a program of education or training which:

A. admits as regular students only persons having a certificate of graduation from a secondary school (high school graduates), the recognized equivalent of that certificate (GED), or persons beyond the age of compulsory school attendance in the State of Colorado who have been shown to have the ability to benefit from the education or training offered.

B. 1. leads to a bachelors, associate, professional, or higher degree, or
   2. is at least a two-year program which is acceptable for full credit toward a bachelors degree, or
   3. is at least a one-year program leading to a certificate or degree that prepares a student for gainful employment in a recognized occupation, or
   4. is, for a proprietary institution or a postsecondary vocational institution, a program of at least six months or 600 hours duration leading to a certificate or degree which prepares students for gainful employment in a recognized occupation.

207. "Undergraduate student" means a U.S. Citizen, or permanent resident, who is in attendance at an institution of postsecondary education and who is enrolled in an eligible program for the purpose of obtaining a postsecondary certificate, associate degree or baccalaureate degree. **This definition does not exclude students who already hold an associate or baccalaureate degree and who have reenrolled for another program not beyond the baccalaureate degree.**

A. Students admitted as special students may be considered to be undergraduates for one term only if it is anticipated that the student will be enrolled in a regular undergraduate degree program in the following term.

B. This definition includes students who are enrolled in basic skills courses designed to correct spot deficiencies concurrent with enrollment in courses which can be counted toward the certificate or degree. Enrollment in special programs designed to remove academic deficiencies in order that the student may matriculate and be competitive with regular entering students will qualify a student as an undergraduate only if:

   1. the portion of the program in which the student is enrolled in non-credit courses only is no more than one term in length; and
   2. that portion immediately precedes a period in which it is anticipated the student will be enrolled in regular credit granting courses;
   3. Students enrolled solely in Adult Basic Education, General Education Development Courses (A.B.E./G.E.D.), or equivalent programs are not considered to be undergraduates and are not eligible for any program of State-funded student assistance except the Colorado Student Grant Program. Students enrolled concurrently in A.B.E./G.E.D. courses and regular college level courses are undergraduates, but their enrollment status (full-time, half-time, less than half-time) is based only upon their courses which bear credit attributable toward a postsecondary degree or certificate.

208. Special Attendance Categories

Students may be considered to be in attendance at an institution, to be known as the home institution, when they are enrolled in study abroad, continuing education, or consortium courses if:

A. the student is admitted to a degree or certificate program at the home institution;

B. the credits are applicable toward the program as if the credits were earned in regular courses at the home institution and the student's transcript at the home institution shows the individual classes taken; and

C. when the courses are offered by another institution, agreements exist between the institutions describing the acceptance of the courses toward the program to which the student is admitted prior to that enrollment. **CCHE-II-3** describes procedures to be used in coordinating financial aid awards and disbursements when a consortium agreement exists.

209. "Graduate student" means a student who is in attendance at an institution of higher education and is enrolled in an academic program of instruction beyond the baccalaureate level. The term includes any portion of a program leading to either a degree beyond the baccalaureate, or a first professional degree when at least three years of study at the pre-baccalaureate degree level are required for entrance into a program leading to such a degree. Students admitted as special graduate students may be considered as eligible students for one term only if it is anticipated they will enroll in a regular graduate program in the following term.

210. "Professional student" means a student who is in attendance at an institution of higher education and is enrolled in an academic program of instruction beyond the baccalaureate level and leading to a professional degree. Professional students are those enrolled in the schools of professional veterinary medicine, law, dentistry and medicine (M.D. program only).

211. "Secondary student" means a student who is in attendance at an institution of higher education and is enrolled solely in Adult Basic Education, General Educational Development courses (A.B.E./G.E.D.) or equivalent programs.

212. "Full-time student" means a student who is carrying any combination of courses, research or special studies which bear credit attributable toward a postsecondary certificate or degree and which, according to the standards and practices of the institution in which the student is enrolled, is considered full-time study for financial aid purposes.

213. "Half-time student" means a student who is carrying any combination of courses, research, or special studies which bear credit attributable toward a postsecondary certificate or degree and which, according to the standards and practices of the institution in which the student is enrolled, is considered half-time study; provided, however, that such course work and activities amount to the equivalent of a minimum of:

A. for undergraduate students:

1. 6 semester or quarter hours per regular academic term; or
2. 12 clock hours per week;

B. for graduate students:

1. 4 semester or quarter hours per regular academic term; or
2. for graduate students enrolled for thesis only:

Each graduate program assigns a credit hour value to thesis work. That value divided by 4 equals the maximum number of terms in which a student registered for "thesis only" may be considered to be enrolled half-time.

C. for terms which are less than 3/4 the length of a regular academic term the minimum semester or quarter hours required may be prorated.

214. "Less than half-time student" means a student who is not enrolled at least half-time as defined in §213.

215. "Documented financial need" means the difference between the student's budget and the student's and family's resources as evaluated by an approved Uniform Methodology.

216. "Overaward" means the result of a change which occurred /in the student's enrollment status, costs, or resources after the institution awarded aid, so that total resources exceed financial need by $200 or more at the end of the academic year.

217. "Overpayment" means any money disbursed to the student in excess of the award, or in excess of need, which results in an overaward.

218. "Refund" means funds for tuition, fees, room, board, and/or other institutional charges that are released by the institution, usually as a result of the student leaving school.

219. "Repayment" means those funds the student received **for a specific academic period** as cash disbursement from student assistance accounts that are not attributable to educational costs incurred for that period, and are owed to the institution.

220.

This form contains information that must be collected for all students classified as Colorado resident students and is considered to be for sample purposes. Refer to the "Tuition Classification Guidelines" for assistance in making tuition classification decisions. **Schools may develop their own forms or may add questions specific to their institution.**

Residency Criteria and Questionnaire for State-Funded Student Assistance Programs

To qualify as a Colorado resident for tuition purposes, a person must have lived in Colorado 12 months or more immediately preceding registration, relinquishing all intent to maintain or establish a home in another state. Domicile means a person's true, fixed, and permanent home, the place he/she intends to remain, and to which he/she expects to return when he/she leaves. The following are examples of evidence of domicile in Colorado: Payment of Colorado income tax, employment in Colorado, ownership of residential real property in Colorado, Colorado driver's license, registration to vote in Colorado, graduation from Colorado high school, continued residence during period when not enrolled as a student or during periods between academic sessions, acceptance of future employment in Colorado. You must have lived in Colorado at least 12 months after establishing domicile in some of these ways.

If a person is under 21 years of age and is not married, the criteria for domicile in Colorado should be applied to the student's parents, or to guardians.

STUDENT APPLICANT NAME ______________________________

Social Security Number __________ Birthdate ________ Marital Status: ________

Financial Aid
Application Status: ____ Dependent ____ Independent Academic Year: ________

Address(es) during previous 12 months: Dates:

	Name	Address	From	To
Student:				
Spouse:				
Parent/Guardian				

Are you a U.S. Citizen or permanent resident of the United States? __Yes or __No

If no, give temporary visa number ____________ and expiration date ________

COMPLETE THIS SECTION IF YOU ARE CLAIMING IN-STATE TUITION CLASSIFICATION	You	and	Your Parent (if you are under 22)
Dates of continuous physical presence in Colorado (mo/yr)........	__/__ to __/__		__/__ to __/__
Date Colorado Motor Vehicle License was first issued (mo/yr)....	______ / ______		______ / ______
List the last three years of Colorado Motor Vehicle Registration.....	____________		____________
Date of Colorado Voter Registration (mo/yr)........................	______ / ______		______ / ______
Date of purchase or lease of any Colorado residential property (mo/yr)............................	______ / ______		______ / ______
Dates of employment in Colorado (mo/yr)............................	__/__ to __/__		__/__ to __/__
List the last three years Colorado income taxes have been filed........	____________		____________
Date of marriage (mo/yr) - answer this question only if you will be under 21 by initial enrollment date................................	______ / ______		______ / ______
Dates of extended absences from Colorado (mo/yr) to (mo/yr.)........	__/__ to __/__		__/__ to __/__
If your parents are separated or divorced, does one of them live in Colorado?	Yes ___ No ___		

I certify that the information on this form is complete and accurate, and that I meet the requirements for Colorado residency to the best of my knowledge. I agree to provide additional documentation as requested to substantiate my residency.

Student Applicant Signature ______________________ Date ______________

Parent Signature ______________________________ Date ______________

COLORADO COMMISSION ON HIGHER EDUCATION

Institutional Application to Participate in State-Funded Student Assistance Programs

If your institution is interested in having Colorado student assistance funds available to your students, please answer the following questions before October 1 for the fiscal year beginning July 1. Institutions may be allocated "pilot program" amounts of funding in their initial year of participation.

I. Institutional Eligibility Criteria

A. Is your institution accredited by, or does the institution have candidate status with, a nationally recognized accrediting agency? Please send us a statement describing your accreditation. Private vocational schools must also hold a regular certificate from the State Board for Community Colleges and Occupational Education or be regulated or approved pursuant to any other Colorado statute, and must submit a copy of that certificate.

B. Is your institution a branch of an institution whose principal campus and facilities are located outside Colorado? If so, provide the address of the principle campus.

C. Is your institution a theological institution?

D. Does the Charter or Articles of Incorporation or other authorizing document for your institution make any statement as to the influence of religion on the institution? If so, please provide a copy of that statement.

E. Governance Structure

1. Describe the organizational structure of your institution (e.g. sole proprietorship, partnership, corporation, etc.). What type of body governs the institution (e.g. owners, board of directors, trustees, etc.)? How many persons constitute the governing body?

2. How are the persons who govern the institution selected?

3. Is membership in the group that govern the institution limited to persons of a particular religion? If so, state that limitation. If not, is religious preference a factor in the selection of persons to participate in governance? If so, please state the policy by which religious preference is considered and the procedures used to implement that policy.

4. Are the persons who govern the institution required to subscribe to any statement about the influence of religion on the institution or on their actions as trustees? If so, please provide a copy of that statement.

F. Governance Composition

Please list, by name or other institutional identifier, the persons who govern the institution, and provide for each person his or her religious preference, and whether or not each considers himself or herself an active member of that religion. Please state the religious preference as precisely as possible. For instance, if the person were known to be Methodist, state "Methodist," not "protestant" or "Christian." This information must be updated at any time more than one-fourth of the governing individuals have been selected since the last report.

G. Governance Process

1. Are any decisions concerning the direction of the institution based on the tenets of a particular religion?

2. Are any religious authorities consulted in making governance decisions?

H. Governance Outcome

1. Are the faculty or students exclusively of one religious persuasion?

2. Does your institution require attendance at religious convocations or services?

3. Does your institution have required courses in religion or theology? If so, please submit a description of those courses.

4. Do funds for your institution come primarily or predominately from sources advocating a particular religion?

5. Does your institution have a strong commitment to principles of academic freedom? Please describe how that is evidenced.

I. Please provide a copy of the most recent catalog describing the programs of your institution and a statement of requirements students must meet to enroll at your institution.

II. Institutional Administrative Capability

A. Have you participated in Federal campus-based student assistance programs for at least two years? If so, please submit a copy of your Fiscal Operations Report for the prior year, and Application of Funds for the current year; and a copy of the most recent audit of Federal student aid administration at your institution. Commission staff will review the Fiscal Operations Report paying particular attention to the percentage of funds utilized and to collection records. Utilization of at least 90 percent of allocations is required to establish administrative capability. The fiscal operations report and the application will be reviewed to determine that the institution is operating a diversified student aid program. **Institutions which do not have two years' experience with Federal campus-based programs are not eligible.**

B. Has your institution's eligibility to participate in the Colorado Guaranteed Student Loan program been suspended, limited, or terminated?

C. Provide the name of the person who is in charge of financial aid at your institution. This person will be designated to have overall responsibility for the program for your students. What are his/her qualifications and experience in student aid administration? What percentage of time is devoted to student aid? What other duties does this person perform? Provide the same information for your fiscal officer or business manager.

III. Enrollment Information

State-funded student assistance funds are available only to Colorado residents. In order to determine a reasonable allocation of funds for awards to students at your school, you must provide information for the previous fiscal year on the attached enrollment information form (CCHE-X-2).

IV. Assurance of Compliance

If your institution is found to be eligible to have Colorado student aid funds available to your students, will you comply with the Commission's program policies as contained in the Colorado Handbook for State-Funded Student Assistance Programs and with State fiscal rules, and will you submit to an audit by the State Auditor's Office on these programs? If so, please complete the attached statement of compliance and submit it with other application materials.

Refusal to provide the requested information will result in a denial of this application. Additional questions may be asked if needed to clarify what is requested. CCHE may also ask for clarification of information as it is provided.

ASSURANCE OF COMPLIANCE WITH PROGRAM POLICIES OF THE COLORADO COMMISSION ON HIGHER EDUCATION ISSUED TO IMPLEMENT AND COMPLY WITH 23-3.3 and 23-3.5, C.R.S., and THE EDUCATION AMENDMENTS ACT OF 1976, U.S. PUBLIC LAW 94-482, SECTION 123(b), 20 U.S.C. 1070c-2

______________________________ Gives THIS ASSURANCE as a condition of
(Institution)

and for the purpose of participation in the State-funded student assistance programs of the State of Colorado administered by and under the policies of THE COLORADO COMMISSION ON HIGHER EDUCATION pursuant to 23-3.3 and 23-3.5, C.R.S., and the EDUCATION AMENDMENTS of 1976, U.S. Public Law 94-482, Section 213(b), 20 U.S.C. 1070c-2.

______________________________, to the extent applicable to it, will
(Institution)

comply with the program policies imposed by the Colorado Commission on Higher Education to participate in the State funded student assistance programs under said State of Colorado and U.S. Public Laws cited above and will comply with the fiscal rules of the State of Colorado issued pursuant to and pertinent to said programs, and ________________________ (Institution) will submit to an audit by the State Auditor's Office limited strictly to accountability for the State funded student assistance programs under the program policies pertinent and related to the above cited laws and rules.

Date ______________________________ ______________________________
(Institution)

By ______________________________
President or Chief Executive Officer

CCHE-II-2
1984

CONSORTIUM PROCEDURES for Financial Aid

The student will receive financial aid from the home institution but attend classes at the host institution of the consortium. All financial aid awards and policies will be made by the home institution. The host institution will assist in administering the aid.

Student - The student will complete all financial aid application forms, the application for consortium enrollment, and the authorization for the exchange of financial aid information at the home institution. If consortium attendance is approved by the home institution, the student will enroll for classes at the host institution through a registration process agreed upon by both institutions. It will be clear that only one institution is the home institution.

Financial Aid Office - Procedures in awarding funds to consortium students will be the same as used for all students, except that work-study should not be included in students' packages (the difficulties in administering work-study make it impossible to include). The student budget utilized will reflect costs at the home institution with the exception of using an at-home-with-parents budget if the student will be living at home while attending the host institution. All policies of the home institution will apply for consortium students. The host institution will have copies of the home institution's policies such as student consumer information material, satisfactory progress policy, refund/repayment, packaging, disbursement procedures, and NDSL rights and responsibilities disclosures.

Tuition will be collected by the host institution. The disbursement of financial aid will be handled, to the extent possible, in the same manner as for regular financial aid recipients at the home institution. Additional disbursement of funds will be made by check from the home institution. The home institution will ensure that all NDSL requirements are met: pre-loan counseling, truth-in-lending statements, promissory note signatures, exit interviews, billing, and collection. Disbursement checks will be sent to the host institution's financial aid office for handling. The host institution will ensure that checks are released to the proper students and that those students are enrolled for the correct number of credit hours.

Both the home and the host financial aid offices should have copies of the award letter, the consortium enrollment application approved by the home institution, and the transmittal forms which have been sent and received concerning each student. Each institution will identify persons in the financial aid, registration/admission, and business affairs areas who are responsible for dealing with consortium students. The home institution must also retain all normally-required financial aid application materials and documentation.

Consortium Financial Aid Transmittal Form

Student Name ____

Social Security Number ______________________________ Birthdate ____________

Mailing Address ____
Street City State Zip

Home Institution ____________________ Host Institution ____________________

I authorize the above two institutions to exchange information concerning my financial aid application and award.

Student Signature ______________________________ Date ____________

To be Completed by the HOME Institution

The above-named student has been awarded financial aid to be utilized at your institution for the term(s): ____________. A copy of the award letter ____ is enclosed/ ____ has already been sent to your institution. If this award letter is a revision, the reason for the revision is: ______________________________

Enclosed are financial aid disbursement check(s) for the time period: ____________. The total enclosed is $ __________. The minimum number of hours required for the student to be eligible for the disbursement is: ________. All NDSL requirements have been performed by the home institution. If this award letter is a revision, the reason for the revision is:

To be Completed by the HOST Institution

The student received disbursements of a total $ __________ on the date ____________.
The student is enrolled for ____________ Number of hours.

The student changed enrollment status on ____________ (date) and is now enrolled for ________ number of hours/or withdrew on ____________ (date). The student has been advised that your office will contact him/her in the near future.

Enclosed is a return of financial aid checks(s) for this student of a total $ ________. The return is: ______ Check(s) not picked up, ______ Refund/Repayment ______ Other: ______________________________

There has been a change in circumstances for this student which might affect financial aid eligibility. The change is: ______________________________
Documentation is enclosed.

To be Completed by Either Institution:

The student's current address is: ______________________________
Phone: ______________ Other: ______________________________

Signature of Financial Aid Administrator ______________________

Name: ______________________ Title: ______________________

Institution ______________________ Date: ______________

I acknowledge receipt of the following financial aid for the term(s) listed.

Program	Amount	Term
	$	
	$	
	$	
	$	
	$	
	$	
	$	
	$	
	$	
	$	

Signature ______________________ Date ______________

CC: Admission Officer at Home and Host Institutions
Business Officer at Home and Host Institutions

CCHE-II-3
1984

CHAPTER THREE: GENERAL POLICIES

301. Nondiscrimination, Affirmative Action

No student may be excluded from participation in any state-funded student assistance program on the basis of sex, race, color, age, religion, natural origin, marital status, or handicap.

Special efforts must be made to inform women, minorities, and the handicapped of the availability of state-funded student assistance, to help those students in applying for the funds, and to give them equal consideration for awards.

302. Assignment of Administrative Responsibility

The responsibility for appropriate use of state-funded student assistance rests with the chief executive officer of the institution. However, for administrative purposes it is necessary for the chief executive officer to designate who has responsibility for the following functions:

A. coordination of all student assistance at the institution;

B. development of institutional plans for Colorado Graduate Grant, Colorado Graduate Fellowship, Undergraduate Merit (Colorado Scholarship and Colorado Athletic Grant) Programs, Standards of Satisfactory Progress, and Refund and Repayment Policies;

C. selection of recipients and offering of awards for student assistance programs;

D. authorization of payment for student assistance programs;

E. disbursement of awards;

F. maintenance of program records for student assistance programs;

G. maintenance of accounting records; and

H. establishment of level of expenditures in grant, scholarship, athletic award, fellowship, and work-study programs.

The designation of responsibility must accomplish a separation of program and fiscal functions. It is recommended that the chief executive officer designate the financial aid director to have responsibility for coordination of all student assistance; selection of recipients for need-based, undergraduate programs; authorization of payment for need-based, undergraduate programs; maintenance of program records for need-based, undergraduate programs; and establishment of level of expenditures. It is further recommended that the chief executive officer designate the fiscal officer or business manager to have responsibility for disbursement of awards and maintenance of accounting records. Institutions are expected to administer the programs in accordance with the Statement of Good Practices prescribed by the National Association of Student Financial Aid Administrators (see CCHE-III-I).

303. Written Institutional Policies

Institutions are to develop and maintain written policies for areas of general financial aid administration and for four Colorado student aid programs. **These general and program policies are to be reviewed annually and a current copy provided to the Colorado Commission on Higher Education.**

A. General Policies

1. Satisfactory Academic Progress;

Standards of Satisfactory Academic Progress that must be met if students are to receive state-funded student assistance must be established and implemented at each institution. Standards addressing both good standing and academic progress shall include at least the following:

a. the grade point (or academic status if grade point is not calculated for the program) which must be achieved each term and/or the cumulative grade point (or academic status) which must be maintained to continue to be eligible for state-funded student assistance;

b. the number of hours attributable toward a degree or certificate which must be completed each term or academic year to be eligible for state-funded student assistance, **and the maximum number of hours or terms that may be supported by state or federally funded student aid at each degree level;**

c. the penalties for failure to achieve the above standards, including whether or not a probationary period is allowed, the process for removal of the penalty and reinstatement to full eligibility, and the process to appeal any penalty or decision concerning continuation of aid; **and**

d. the procedures and timetable used to monitor each applicant/recipient's academic standing and progress.

e. the policies and procedures for monitoring repeated courses, remedial courses, and the treatment of the incremental measurement requirement.

The Standards of Satisfactory Progress for financial aid may specify each of these factors or may make reference to the institution's regular academic progress policy for the elements specified therein. The policy shall be the minimum standard for all programs of state-funded student aid; however, higher standards may be written for non-need-based programs. **The minimum standard for all state-funded programs shall be the same as that established for all federally-funded student aid programs.**

2. Student Aid Refunds and Repayments;

a. If a refund is due to a student under the institution's refund policy, and the student received financial aid under any state-funded student assistance program other than Colorado Work-

Study, a portion of the refund shall be returned to the state-funded student assistance program(s). The policy and procedure used to determine the amount and distribution of such funds shall be the same as set forth for the Title IV programs in 34 CFR 668.21 (a) and (b).

b. Any cash that an institution has disbursed from state-funded student assistance accounts to a student who subsequently withdraws, drops out, or is expelled is subject to repayment under policies and procedures that are the same as those set forth for Title IV programs in 34 CFR 668.21 (c) and (d). If it is determined that the student should repay a portion of the grant aid, the procedures outlined in Chapter Eleven must be followed.

3. Financial Aid Packaging;

Requirements for this policy are outlined in §310D of this Chapter.

B. Program Policies

1. Graduate Grants
2. Graduate Fellowships
3. Colorado Scholarship
4. Athletic Awards

Descriptions of requirements for these policies are outlined in this chapter.

304. Financial Aid Transcript

Because students who have attended other postsecondary institutions often do not maintain accurate records of prior aid received, it is necessary for the institution to obtain such information directly from the institution(s) of prior attendance to assure that the student is not awarded aid in excess of program limits. A form which may be used for this purpose, is included in this chapter, or the institution may design its own form. The institution preparing the financial aid transcript is responsible for its accurate completion. A financial aid transcript, if applicable, must be received before awards from the need-based Colorado student aid programs can be disbursed. It is recommended that a financial aid transcript be on file for all aid applicants including those applying for only merit-based aid.

305. Financial Aid Committee

The institution should establish a financial aid committee whose duties include, but are not necessarily limited to, advising the financial aid director concerning policy issues.

306. Appeal Procedure

The institution should identify a procedure by which students can appeal decisions of the financial aid office. This appeals procedure must be one the results of which are not in violation of state and/or federal laws, regulations, or policies governing student assistance programs. Information about the procedure should be included in the student consumer information material.

307. Student Consumer Information Requirements

The institution shall fully inform enrolled and prospective students, who request such information, of the opportunity to obtain financial assistance from state-funded programs. The policy governing content and dissemination of that information is the same as is set forth in Title 34, Part 668 (Subpart C) of the Code of Federal Regulations.

308. Withdrawal Procedures.

Institutions should establish internal procedures to involve the financial aid office in official withdrawal procedures. Such involvement is intended to:

A. ensure that refunds of tuition or institutional room and board charges paid from student aid funds are returned to those funds, not to the student, according to institutional policies developed in response to §303;

B. provide an opportunity to discuss with the student whether other funds received from student aid have been fully utilized to meet educational costs or whether a repayment is due according to institutional policies developed in response to §303.

C. provide an opportunity for required exit interviews; and

D. provide an opportunity to discuss the implications of the satisfactory progress policy and procedures for reapplying for aid at a later date.

309. Fraud and Abuse

Institutions are expected to take reasonable measures to prevent both student and institutional fraud or abuse of state-funded student aid programs. Such measures shall include but are not limited to:

A. separation of award authorization and disbursement functions;

B. collection of supporting documentation;

C. establishment of procedures for resolving discrepancies in information submitted in support of an application for state-funded student aid;

D. establishment of actions to be taken by the institution if discrepancies are not satisfactorily resolved including pursuit of civil or criminal legal action if such liability exists (i.e. attempts to recover funds or pursue prosecution).

E. when Commission staff discovers possible student fraud or abuse they will verify the relevant information with institutional financial aid office personnel. If fraud still appears likely, Commission staff will notify the chief executive officer of the institution. Commission and/or institutional staff will pursue appropriate civil or criminal legal action.

310. Policies for Need-Based and Need-Qualified Funds

A. Application Requirements

All students seeking need-based or need-qualified assistance must submit a written application as specified by the institution. **Application materials must contain a statement informing the student of the penalties for intentionally providing incorrect information.**

B. Student budgets

The institution shall establish standard student budgets which reflect the estimated cost of maintaining a reasonable standard of living for the student and his/her dependents. An institution may be unable to fully fund all budgets or may choose to leave selected items unfunded if allocations are insufficient to meet the full need of all students, but full cost should be recognized and left as unmet need so the student may obtain outside resources to fund all allowable costs.

The budget parameters recommended by CCHE relate to total living cost, but were developed based on consideration of particular types of expenditures. Those expenditure categories are housing, food, personal expenses, books & supplies, local transportation, and medical care. Parameters are also set for child care.

If the student is enrolled at a non-public institution, the student's budget for determining need for state programs shall be constructed using the highest tuition rate charged at a **comparable** Colorado public institution. **(see CCHE-III-8)**

CCHE Student Budget Principles and Parameters
for Summer 1984 through Spring 1985

These 1984-85 parameters apply to the standard budget used in awarding aid to typical students. All institutions are expected to establish budgets within these parameters. Individual students who document higher costs for non-discretionary expenses recognized by the financial aid office may have their budgets increased. Examples of such expenses are court ordered expenditures, costs relating to a handicap or medical condition, or required books and supplies.

The existence of a standard budget does not eliminate the need for the use of professional judgment in exceptional cases. Exceptions lie on a continuum ranging from adjustments for circumstances which exist for a substantial number of students to radical departures from normal policy which are approved only in rare cases. Standard adjustments should be reduced to writing to promote consistent response from case to case. It is recommended that a process be established which would identify those cases which represent radical departure from normal policy and provide for review of such cases by more than one person. In all cases, documentation of the basis for the exception must be maintained in the student's file.

Three basic budget categories are recommended:

1. Students who live in their parents' home.
2. Students living in institutional housing.
3. Students living in their own off-campus housing.

Personal Expenses

The allowance for personal costs does not change according to the housing situation. It is intended to cover the cost of recreation, clothing, toiletries, laundry, life insurance, and recreational transportation.

Transportation

Local transportation costs for students living on campus are minimal. The allowance is intended to cover an annualized cost of owning a bicycle, using public transportation, or sharing the operation of an automobile.

Institutions that choose to individualize local transportation costs for students living with parents or in off-campus housing should use living budgets, excluding transportation, which are at least $65 per month for single students ($75 per month for couples) less than the stated total allowances.

Institutions are strongly urged to individualize non-local transportation costs by establishing different allowances for students whose permanent home is in different parts of the state or country. A student attending CSU whose home is in Grand Junction needs a different non-local allowance than does the CSU student from Denver. To the extent feasible, those differences should be recognized in budgets. The allowance is intended to finance two round trips per year.

Room and Board

The parameter for students living in institutional housing proposes to use actual cost of the housing contract as the housing and food components of the budget. This assumes that the contract covers 36 weeks and provides 21 meals per week. Additional allowances may appropriately be made if the contract covers fewer weeks or meals. Allowances should not be made for vacations if the student has non-local transportation added for the purposes of going home during this time.

The housing allowance for single students living off-campus is intended to cover one-half of the rent for a modest two-bedroom apartment or to finance a very inexpensive individual apartment. Allowance should be made for a student's spouse and/or dependent children.

If a student is living rent-free with either a friend or relative, a reduction should be made in the total living allowance for that student.

For a single parent with one child it is appropriate to use either the budget for one person plus a child allowance, or to use the budget for a married couple. Child maintenance can be added for more than one child.

For 1984-85, the following monthly living allowances for room, board, personal expenses, and transportation[1] are recommended. (Figures have been rounded to the nearest $5):

Living with Parents	Institutional Housing		Off-Campus Housing	
1 person	1 person	2 persons	1 person	2 persons
$195-$240	Actual Cost of Room & Board plus $90-$140	Actual Cost of Room & Board plus $180-$280	$475-$570	$730-$880

---

[1] The local transportation portion of the total living cost is approximately $65-$70 per month for single students, $75-$80 per month for couples. Institutions may choose to individualize their transportation allowance and provide up to 20¢ per mile.

Other Parameters

Books and Supplies - The range is $300-$370 per academic year but may be adjusted for students enrolled in programs for which required books and supplies costs exceed the parameters.

Child Maintenance - The range for child maintenance allowances is to be $80-$160 per month per child. However, it is typical for the cost of the second, third, etc., child to be lower than for the first child.

Child Care - Actual cost is allowed up to a maximum of $170 for one child. The maximum for more than one child is $275 per month.

Non-Local Transportation - Institutions are still strongly urged to individualize this cost item intended to finance two round trips home per year.

Health Insurance/Medical Care -

Institutions that do not have health insurance or medical care funded through mandatory student fees may increase the standard living budgets by not more than $35 per month for single students $65 per month for couples.

Tuition and Fees - Actual cost for Colorado public institutions; non-public institutions use the highest rate at a comparable public institution.

Special Costs of Study Abroad, Continuing Education, or Consortium Courses -

> If a student is enrolled in study abroad, continuing education, or consortium courses, the student's budget for determining need for state programs shall be the same as if the student were enrolled in regular courses at the home campus.
>
> Tuition charges in excess of those for regular courses may be considered to be a part of the student's budget for students enrolled in continuing education or consortium courses if the continuing education or consortium courses are required for the student's degree program and are not reasonably available through regular course offerings.

If a school believes its students have unusual costs in any area, those additional costs should be justified to CCHE.

C. Student Resources

The Uniform Methodology is the system to be used in evaluating student and family resources. The computer-generated need analysis document provided by the need analysis services can be the primary source of documentation verifying that uniform methodology has been used to measure the student's and family's ability to contribute toward educational costs. When circumstances preclude computer processing, the institution may substitute a hand computation using uniform methodology.

In addition, the following policies also apply:

1. Students are expected to seek employment during periods of non-enrollment and to contribute to their education costs in amounts established by the institution.

2. The resources of students enrolled on a less than full-time basis shall be carefully evaluated to determine whether such students have, or can be expected to have, term earnings. In cases where substantial term earnings are not shown, documentation is needed to show why they were not expected.

3. The institution shall establish a written policy defining minimum expected contributions from spouses.

4. Students enrolled in study abroad or continuing education courses may meet the additional cost of such courses with funds obtained from sources other than the expected family contribution, federal student aid programs, or state-funded student assistance. Students enrolled in non-public institutions or consortium courses may meet the additional costs of such programs with funds obtained from sources other than the expected family contribution or state-funded student assistance.

5. Guaranteed student loan (GSL) or auxiliary (PLUS) loan funds may be used to replace expected family contribution **only as provided by regulations governing those programs.**

D. Packaging Policy

1. There are several elements of a general nature which must be a part of the packaging policy for state-funded need-based or need-qualified assistance at all institutions. These elements are listed below.

    a. Offers of financial aid which include need-based or need-qualified assistance may not exceed documented student need. However, if a student obtains additional resources after the aid has been disbursed, but the financial need is not overmet by more than $200, revisions to the package are not required.

    b. Awards of state-funded assistance may be made only to students who have attested by their signature that they do not owe a refund on any educational grant, whether state or federally-funded, and that they are not in default on any educational loans received for study at the awarding institution.

c. Awards may subsequently be made to a student who is in default on a loan or owes a refund at that institution if the student has made arrangements, satisfactory to the institution, to repay the loan or refund. Institutions are responsible for verifying this information as it pertains to their own funds and programs.

2. The following additional policies must be followed in awarding need-based, undergraduate funds:

   a. **Highest** priority in awarding state-funded student assistance must be given to the neediest Colorado resident students who meet all eligibility requirements as established by CCHE and/or the institution. Reasonable administrative practices which interfere with implementation of this philosophy, such as application deadlines or rolling award cycles, are recognized as realistically necessary and appropriate.

   b. An allowance for Pell Grant funds a student may be entitled to receive must be included in the student's financial aid package, regardless of whether the student has applied for the grant.

3. In addition to these state-wide packaging policies, each institution participating in one or more of the state-funded need-based programs is asked to develop its packaging policy as it relates to the following:

   a. whether the institution makes awards based on an application priority date, a first-come, first-served basis, or a rolling award schedule;

   b. whether the institution provides some aid to all eligible students, provides some aid to the neediest student but leaves lower-need students with no funding if funds are not available, or attempts to meet full need of the neediest student, leaving lower-need students with no funding if funds are not available;

   c. whether priority is given to any group of students based on entering or continuing status or year in school;

   d. **through which programs, and to what maximum amounts, the institution makes awards to less than full-time students. (Priority may be given to full-time students, but part-time students may not be specifically excluded from awards).**

   e. the philosophy by which grant, work, and loan are combined in packages of assistance and the maximum total package any one student may receive, recognizing that different policies as to proportions and maximums may exist for different categories of students (for example, lower-division vs. upper-division).

E. Award Notices

All students who submit written applications for any state-funded student assistance program must be notified of the disposition made of their applications.

Notification may be either written or oral. Written notification is required if the disposition is an award offer. Written notification should usually be given for other dispositions, such as the student having no need or an incomplete application, except that oral notification documented by file notes is acceptable.

Award notice material for need-based state-funded student assistance must state:

1. the period for which aid is granted;
2. the assistance offered, including the name of each program;
3. that any Colorado Student Incentive Grant is funded one-half from federal and one-half from state funds;
4. the terms and conditions of the award, including the requirements that the student must:
    a. comply with the Standards of Satisfactory Academic Progress policy;
    b. notify the financial aid office of any changes in financial circumstances;
5. other conditions specific to particular programs.

F. Acceptance of Award

Offers of need-based aid require written acceptance. It is recommended that institutions also request students to submit written acceptance of any non-need based awards offered.

Acceptance forms for need-based state-funded student assistance must contain:

1. a mechanism by which students can accept or reject each component of the aid package;
2. a statement that the student has read, understands, and agrees to the award conditions;
3. A signed statement of educational purpose stating the funds will be used solely for attendance or continued attendance at that institution, and that the student agrees to repay funds which are not used to meet educational costs. The institution may design its own form or use CCHE Form III-4 included in this Chapter.

G. Award Revisions

1. Institutions must revise awards whenever an overaward exists.

   a. Revisions should begin with a recalculation of the student's need, giving consideration to reasonable and necessary additional costs of education not anticipated at the time of the award and to all changes in resources.

   b. If aid still exceeds need by more than $[illegible]00, future disbursements of aid and unearned work-study should be adjusted.

   c. If aid still exceeds need by more than $200, the institution may use any of the following procedures:

      (1) If a parental contribution is expected, documentation of actual contribution should be obtained from the parent and the overaward may be used to replace any expected contribution which is not being made.

      (2) The institution may bill the student for repayment of grant disbursements according to the procedures in Chapter Eleven.

      (3) The amount of aid in excess of need may be applied as a resource for future years.

2. Institutions should revise awards, subject to availability of funds, in response to changes in financial need resulting from changes in enrollment status, costs, or resources, even though the changes have not created an overaward. **Students should be notified in writing of the reason for the revision and have an opportunity to acknowledge receipt of the revision.**

3. Refusal of part of an award package by a student may be an indication of a change in need. Institutions should further investigate the financial condition of such students. A suggested system for doing so is contained in §312 of this chapter (Forms CCHE-III-2 and CCHE-III-3).

4. Institutions are required to fully document in the individual file any action taken to amend or suspend an award after the initial offer and to clearly specify the reason for the change.

H. Documentation and Verification of Applicant-reported Information

1. Institutional Responsibility

Institutions are responsible for reviewing applicant-reported information for accuracy, completeness, and reasonableness; for documenting information which they have reason to believe may be questionable; and for resolving significant discrepancies between application information and requested documentation. Institutions are further responsible for verification of all resources which institutions themselves make available to the student, or about which they know, or have reason to know, or can reasonably anticipate at the time assistance is disbursed to the student. Finally, institutions are responsible for ensuring that need-based, state-funded student assistance not be awarded or disbursed to any student until that student has submitted all forms and documentation, properly completed. Forms are considered complete if they contain all required signatures and all information necessary to determine eligibility and evaluate need.

2. Definitions

a. Documentation

Documentation is the practice of collecting information to support applications for need-based financial aid. The practice of documentation is one which has developed over the years out of professional concern and awareness and as a reflection of good management practice. It serves at least three diverse needs in the management of financial aid:

(1) documentation provides additional detail regarding unique situations affecting the student;

(2) documentation substantiates professional judgment exercised by the financial aid administrator and justifies exercise of discretionary authority; and

(3) with demand for limited funds greater than amounts available, documentation is a means of determining with greater certainty and accuracy that the neediest students receive the assistance.

b. Verification

Verification is defined as the process of comparing information obtained from diverse sources and determining that the information is accurate and/or compatible. When documentation or information is obtained which significantly contradicts information contained in financial aid application forms, or when the information within those forms is self-contradictory, the institution has responsibility for resolving the discrepancies.

3. Recommended Types and Sources of Documentation

a. Documentation of Independence for Self-supporting Students

The primary sources of documentation for verifying self-supporting status are the parent(s)' tax return, and/or affidavits signed in the presence of a Notary Public by the student and/or parent(s). In situations where independent students have not filed tax returns, or where only minimal amounts of income are reported by the student, further information and documentation indicating how the student supported himself or herself is necessary. Such documentation might take the form of a statement from the student stating how living expenses are met; a letter from an objective third party (such as a parole officer, doctor, or minister); or records showing the existence of a source of nontaxable income.

b. Documentation of Income

Institutions are encouraged to establish a policy of routine verification of income for all applicants by requiring submission of copies of tax returns as part of the application process. In the absence of such a policy, however, institutions are reminded of their responsibility to review all applicant-submitted information, as stated above, and to seek additional information when the reasonableness or accuracy of income is questionable.

c. Documentation of Unusual Expenses

When unusual or large amounts are reported under the categories of medical/dental expenses and/or casualty/theft losses, supporting documentation may be necessary. Institutions are urged to develop policies accordingly. Responsibility to review for reasonableness applies in such situations.

d. Documentation of Benefits Received from Agencies or Other Third Parties

Institutions are urged to request all applicants to provide verification of welfare benefits, social security benefits, BIA funding, or similar assistance. Whether or not institutions adopt a policy of routine verification of such resources, the responsibility to review for reasonableness pertains.

I. Recovery of Overpayments

When it is determined that a student has received an overpayment, steps should be taken immediately as follows:

a. Future disbursements for the current award year should be adjusted so that total disbursements for the award period do not exceed the amount to which the student is entitled.

36

b. If such adjustments cannot fully compensate for funds already disbursed in excess of entitlement, the institution should evaluate the cause of the overpayment.

(1) If the overpayment is the result of student error or misrepresentation, or of withdrawal, dropping out, or expulsion, the student must make any required repayments of excess grant funds before further awards are made to the student. If the overpayment is the result of student misrepresentation, refer to §309 for further requirements. The institution may bill the student for repayment of any funds except those which the student received in payment for work performed. Funds which are not repaid by the student are to be considered as resources in future award periods.

(2) If the overpayment of grant, loan, or work-study is the result of institutional error, the institution must restore overpayments to the state aid program accounts as soon as the error is discovered. The student is then considered to have received institutional funds. The institution may bill the student for repayment of any funds except those which the student received in payment for work performed. Funds which are not repaid by the student are to be considered as resources in future award periods.

311. Maximum Awards

Several of the state-funded student assistance programs are subject to annual maximum student award limits. These limitations are discussed for each program in the individual program policy sections. Exceptions to all maximum award limits require CCHE approval.

Standards of Satisfactory Academic Progress (see p. 16 of this Handbook) in force at each institution should ensure students do not receive state-funded student aid inappropriately.

NATIONAL ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS

STATEMENT OF GOOD PRACTICES

The primary purpose of student aid is to provide financial resources to students who would otherwise be unable to pursue postsecondary education.

The Financial Aid Administrator

1. Shall make every effort to meet the demonstrated needs of all students at his/her institution to the extent funding will permit in an ethical manner.
2. Shall award all aid on the basis of demonstrated financial need except where funds are specified for recognition of special talents. Where aid is not based on need and represents a significant portion of institutional assistance, the aid administrator should make every effort to redirect such funds to assist those students with demonstrated need.
3. Shall exercise adequate controls to insure that need based aid awards to not exceed documented need.
4. Shall recognize that the primary responsibility for financing postsecondary education rests with the student and his/her family. Financial assistance from institutions and other sources is only intended as supplementary to the efforts of the family.
5. Shall help students seek, obtain, and make the best use of all financial resources available.
6. Shall provide in all appropriate literature a clear statement of the actual costs of attendance, which shall include both the direct and non-direct costs.
7. Shall inform the student of all conditions under which an award is granted at the time the offer is made.
8. Shall refrain from and discourage others from making any public announcement of the amount or type of financial aid awarded to a student in order to protect the confidentiality of the economic circumstances of the student and his/her family.
9. Shall respect the confidentiality of student records. Information should be released only on the written consent of the student and/or his/her family and all policies and procedures should protect the students' rights of privacy.
10. Shall oppose the administration of aid to accomplish disciplinary objectives.
11. Shall, when preparing funding requests, estimate needs honestly and fairly.

Sample Follow-Up Letter To Students Who Refuse Part Of The Aid Package

Dear Student:

You have indicated your intention to refuse a portion of your financial aid award for ______________________. This indicates that our calculation of your financial need may be in error.

In order to adjust our records, we are requesting that you complete the enclosed income statement and return it to this office. Your financial aid award will be placed in temporary "hold" status until we have received and reviewed the information contained in the form. Please return the form by ______________ or your financial aid cannot be released to you.

If you have any questions regarding the completion of the form, please contact this office in person or telephone at ______________.

Sincerely,

(Director of Financial Aid)

Enclosure

STUDENT'S NAME ______________________________

Student Estimate of Expenses and Resources for the Period [enter period of award]

Column A: Expenses

1. Tuition, Fees: $________

2. Books, supplies: $________

3. Room and Board or Dormitory Charges:

   $______ per month or $ ______ per term

   (x)____Months/Terms=Total Amount $________

4. Transportation: $____ per month, or round trip commercial fare home per trip $__________.

   (x)____Months/Trips = Total Amount $__________

5. Personal Expenses:

   $_______ per month,

   (x)____Months = Total Amount $________

6. Other Expenses: Amount:

   ______________________________ $________

   ______________________________ $________

   ______________________________ $________

7. COLUMN A TOTAL: $

Column B: Resources

1. Your savings available for this year's expenses $__________

2. Your Parents' Contribution: $__________

3. Your estimated earnings for the period indicated above: $__________

4. If married, spouse's estimated earnings for the same period: $__________

5. Financial Aid Awarded and Accepted:

   ________________________ $__________

   ________________________ $__________

   ________________________ $__________

   ________________________ $__________

6. Other Resources: Amount:

   ________________________ $__________

   ________________________ $__________

   ________________________ $__________

7. COLUMN B TOTAL: $

Column A Total must be within $200 of Column B Total. If not, make appointment with the Financial Aid Office to discuss the differences.

I CERTIFY that the above information is true and correct to the best of my knowledge

Signed:______________________________ Date:______________________________

Section 498 of the Higher Education Act (20 A.S.C. 1088g) and Section 310-F-3 of the Colorado Handbook for State Funded Student Assistance Programs require that each recipient of student aid funds file a statement that money received under these programs will be used solely for expenses related to attendance or continued attendance at an institution of higher education. A signed copy of this statement is to be filed with the institution which provides State or Federal student financial assistance before or at the time the student receives the award. The certification is effective for the academic period covered by the student financial aid award the student is receiving.

In addition, effective July 1, 1983 every student must sign a "Statement of Registration Compliance" in order to receive Title IV student aid (Pell, GSL, NDSL, SEOG, CWS, or SSIG). The institution is responsible for collection of the statement pursuant to requirements of Title 34, Part 668.26 of the Code of Federal Regulations.

STATEMENT OF EDUCATIONAL PURPOSE

I hereby affirm that any funds received under the Pell Grant, the Supplemental Educational Opportunity Grant, the College Work-Study, the National Direct Student Loan, the Guaranteed/ Federally Insured Loan Programs, the Colorado Student Grant, the Colorado Student Incentive Grant, and the Colorado Work-Study Programs will be used solely for expenses related to attendance or continued attendance at the institution below. I further understand that I am responsible for repayment of a prorated amount of any portion of payments made which cannot reasonably be attributed to meeting educational expenses related to the attendance at the institution. The amount of such repayment is to be determined on the basis of criteria set forth by the United States Department of Education and the Colorado Commission on Higher Education.

For federal student aid funds, I affirm that, to the best of my knowledge I do not owe a repayment on a Basic Educational Opportunity/Pell Grant, a Supplemental Educational Opportunity Grant, or a State Student Incentive Grant, and I am not in default on any National Defense/Direct Student Loan, Guaranteed Student Loan, or PLUS Loan previously received for study at the institution below.

For state student aid funds, I affirm that, to the best of my knowledge, I do not owe a repayment on any educational grant.

Academic Period Covered by award(s) __________ 19___ to __________ 19___.

Signature of Student ______________________________ Date __________.

Name of current Institution: ______________________________________

CCHE-III-4
1984

FINANCIAL AID TRANSCRIPT

FINANCIAL AIDS OFFICE

Complete Section A, below, and forward a form to the Financial Aid Office of each school you have attended since graduation from high school.

SECTION A (to be completed by the student aid applicant)

APPLICANT NAME (LAST, FIRST, MIDDLE)	I.D. NO.	NAME USED AT PREVIOUS SCHOOL (IF DIFFERENT)
NAME OF PREVIOUS SCHOOL		DATES ATTENDED (MO., YR.) from to

I authorize the Financial Aids Office at the institution named above to provide the information requested in Section B, below, to

APPLICANT SIGNATURE	DATE
HOME ADDRESS (NO. STREET, APT.)	CITY, STATE, ZIP

SECTION B (to be completed by the Financial Aids Office and forwarded to

THE AWARD INFORMATION REQUESTED HAS NOT BEEN PROVIDED BECAUSE:

☐ The student is in default on a Title IV loan or owes a repayment on a Title IV grant received for attendance at this institution;

☐ The transcript would only include information based on records that this institution is no longer required to keep under the records retention regulations;

☐ This institution participates in the ~~BEOG~~ (PELL) program under the Alternate Disbursement System, and currently does not also participate in the SEOG or NDSL program;

☐ The student received no financial aid from this institution for the following reason: ☐ Was not eligible; ☐ Did not apply; ☐ No funds available

		AWARD YEARS AND AMOUNTS OF ASSISTANCE (AMOUNTS DISBURSED EXCLUDING REFUNDS)									
		JUL 1	JUN 30	JUL 1	JUN 30	JUL 1	JUN 30	JUL 1	JUN 30	JUL 1	JUN 30
SOURCES OF ASSISTANCE		YEAR	YEAR	YEAR	YEAR	YEAR	YEAR	YEAR	YEAR	YEAR	YEAR
BEOG/Pell Grant (Required only for the award year in which the transcript request was made)	TOTAL DISBURSEMENT										
	SCHEDULED AWARD										
SEOG	INITIAL										
	CONTINUING										
SSIG											
CWSP											
NDSL											
GSL/FISL											
OTHER AID (Colorado Schools report all Colorado Student Assistance Programs)											
OTHER											

HOW EVALUATED DURING LAST AWARD YEAR AID WAS RECEIVED? ☐ Dependent; ☐ Independent	COMMENTS BEST COPY AVAILABLE
DOES STUDENT OWE A REFUND ON BEOG OR SEOG RECEIVED FOR ATTENDANCE AT THIS INSTITUTION? ☐ Yes; ☐ No	
IS STUDENT IN DEFAULT ON NDSL RECEIVED FOR ATTENDANCE AT THIS INSTITUTION? ☐ Yes; ☐ No.	

PREPARED BY (TYPED NAME)	TITLE	SIGNATURE
NAME OF SCHOOL	TELEPHONE (INCL. AREA CODE)	DATE PREPARED
ADDRESS	CITY, STATE, ZIP	

CCHE-III-5
1984

COLORADO COMMISSION ON HIGHER EDUCATION

INSTITUTIONAL POLICY REVIEW

Commission policy requires institutions to establish policies regarding packaging of aid, satisfactory progress, refund and repayment, and for any of the following programs in which the institution participates: Graduate Grant, Graduate Fellowship, and Undergraduate Merit (Colorado Scholarship, Non-resident Scholarship, and Athletic Awards). Institutions are required to review those policies annually and to provide current copies to the Colorado Commission on Higher Education.

I certify that the attached policies have been reviewed by our institution within the past twelve months and are current statements of our policy.

Signature:____________________________
Chief Executive Officer

Date:____________________________

Institution:____________________________

RECOMMENDED FORMAT FOR PREPARING INSTITUTIONAL PROGRAM PLANS

The Graduate Fellowship, Graduate Grant, and Undergraduate Merit (Colorado Scholarship, and Athletic Award) programs all require participating institutions to file a copy of the current program plan with CCHE. Plans should be filed by June 1 prior to being effective in the fiscal year beginning July 1, but are due no later than **September 1.**

Each of the programs is subject to different institutional requirements and the description of those programs should be carefully reviewed when preparing plans. The following general outline is designed to be helpful during this process.

Institution: ______________________________

Program Name: ______________________________

Plan for Fiscal Year: ______________________________

1. Responsibility for overall program administration
   Title of Person:
   or Committee Name: ______________________________
   Committee Membership: ______________________________

2. Suballocation of funds? ____ Yes ____ No
   Basis for suballocation: ______________________________
   ____
   ____
   Responsible Person/Committee: ______________________________

3. Student Application Procedures: ______________________________
   ____
   ____
   Attach Copies of Application form(s). If written application forms are not used, describe the procedures that document all eligible students were given consideration: ______________________________
   ____
   ____

4. Student Eligibility Requirements: ______________________________
   ____
   ____
   ____

5. Selection Criteria (means for ranking eligible students and choosing recipients):
   ____
   ____
   ____
   ____

   Responsibility for Selection
   Title of Person: ______________________________
   or Committee Name: ______________________________
   Committee Membership: ______________________________

6. Award Renewability Factors: ______________________

7. Amount of Award: ______________________

8. Person/Committee responsible for Maintenance of individual student records: ______________________

9. Procedures for coordinating awards through Director of Financial Aid:
____

10. Explanation of how program plan reflects the role and mission of the institution: ______________________

45

List of Comparable State Institutions to be used by Non-Public Institutions participating in State-Funded Student Assistance Program, 1984-85

The following definition of "comparable institution" is based on the classification of Colorado institutions contained in the statewide master plan (1983 Edition):

Private Institution	Comparable State Institution	1983-84 Tuition	1984-85 Tuition
University of Denver	Colorado State University University of Colorado-Boulder University of Colorado-Denver University of Northern Colorado (whichever has the highest tuition)	$1,070	$1,194
Colorado College Loretto Heights College Regis College Colorado Technical College	Fort Lewis College Mesa College Metropolitan State College (whichever has the highest tuition)	$ 760	$ 798
All other private vocational/proprietary schools	All state-supported Comprehensive and technical Community Colleges (whichever has the highest tuition)	$ 675	$ 702

COLORADO COMMISSION ON HIGHER EDUCATION
Budget Adjustment Procedures for Non-Public Postsecondary Institutions

A student's financial need for state-funded assistance is based on a student expense budget utilizing the highest in-state tuition rate at a comparable Colorado public institution instead of your institution's tuition rate. (See CCHE-III-8)

1. Amount of tuition student will pay at your school for 1984-85: ____________

2. Pro-rate tuition at comparable institution to the length of the student's program in this fiscal year if it is different than nine months ___________

   Example: At a proprietary school, if the program is 12 months, tuition amount will be prorated to $935 ($702 (tuition @ Community College) x 133.3%). If program is 6 months, tuition will be $470 (702 x 66.6%) Or: $702 ÷ 9 = $78; X the number of months in the program = tuition amount at in-state rate.
   Use whichever method is most convenient for you.

3. Calculate the difference between your tuition rate and the pro-rated in-state rate:

   #1 ______________
   minus - #2 ______________
   equals = #3 ______________

4. Your actual institutional budget for this student: (Your tuition, room & board, supplies, etc.) ______________

   Subtract the result obtained in #3 minus - ______________

   The student budget at the comparable in-state rate equals: = ______________

   Subtract the total family contribution (from need analysis report) minus - ______________

   The student need at in-state tuition rates equals: = $ ______________

If a student is enrolled in a program that occurs in two fiscal years, such as March through December, the award information, budget figures, enrollment period, need, and all other pertinent data should be divided between the two fiscal years according to the portion of the program which occurs in the fiscal year from which the award is made. For example:

> A student is in a program beginning March, 1985 and ending December, 1985. The length of the program occurring in the 1984-85 funding year is 4 months (March - June). The need at in-state rate must be calculated as illustrated in steps 1-4. The student could receive no more than the amount of that 1984-85 4-month in-state need from Colorado student aid programs during the 1984-85 program year (July 1 - June 30).
>
> Students must have an in-state need of at least $100/month for the 1984-85 enrollment period in order to receive Colorado Student Incentive Grant (CSIG).

313. **PROGRAM COMPARISON for State-funded Student Assistance**

PROGRAM:	Institutional Eligibility: State-Supported	Private/ Proprietary Institution	Student Eligibility: Colorado Resident	Non-Resident	Basis for Selection Need	Merit	Limits on Award-Annual Maximum $
Colorado Student Incentive Grant Program	Yes	must apply to CCHE and be approved	Yes	No	Yes	No	$ 2,000
Colorado Student Grant	Yes	Yes	Yes	No	Yes	No	$ 1,000 9 months, $1,500 for more than 9 mo.
Colorado Work-Study Program	Yes	Yes	Yes	No	Yes (70-75% of available funds)	Yes (25-30% of available funds)	No dollar limit; however, students may not average more than 20 hrs/week on no-need WS during periods of enrollment
Colorado Graduate Grant Program	Institutions offering graduate programs	No	Yes	No	Need qualified	No	One-half cost up to $ 3,000
Colorado Graduate Fellowship Program	Institutions offering doctoral programs	No	Yes	Yes	Dependent upon institutional policy	Yes	Tuition plus $ 4,000
Undergraduate Merit (Colorado Scholarship and Athletic Grant Awards)	Yes	Yes	Yes	Yes	No	Yes	Dependent upon institutional policy; not to exceed actual tuition plus mandatory fees
Colorado Veterans Tuition Assistance Program	2 & 4 year; local district junior; area vo-tech	No	Yes	No	No	Yes	One-half weighted average resident tuition

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313. PROGRAM COMPARISON for State-funded Student Assistance (cont.)

	Level of Study			Level of enrollment		
PROGRAM:	Graduate	Under-Graduate	ABE/GED	Full-Time	Half-time	Less than Half-time
Colorado Student Incentive Program	No	Yes	No	Yes	Yes	No
Colorado Student Grant	No	Yes	Yes (limited to tuition, fees, books, transportation)	Yes	Yes	Yes (limited to tuition, fees, books, transportation)
Colorado Work-Study Program	No	Yes	No	Yes	Yes	No
Colorado Graduate Grant	Yes	No	No	Yes	Yes	No
Colorado Graduate Fellowship Program	Yes	No	No	Yes	No	No
Undergraduate Merit (Colorado Scholarship and Colorado Athletic Grant Program)	No	Yes	No	Yes	Yes	Yes, at discretion of institution
Colorado Veterans Tuition Assistance Program	Yes	Yes	No	Yes	Yes	Yes

CHAPTER FOUR: COLORADO STUDENT INCENTIVE GRANT PROGRAM

401. General Description

The Colorado Student Incentive Grant (CSIG) Program is the name given in Colorado to the Federal education grant program known as the State Student Incentive Grant (SSIG) program. The Federal SSIG program makes incentive grants to states to stimulate expansion of grant assistance to undergraduate students with substantial need. Student grants made under this program are comprised of equal portions of Federal and non-Federal funds.

A. Statutory Authority

Federal statutory authority for the SSIG program is found under Section 415 A-D, Higher Education Act of 1965, as amended. State authorizing legislation is found in 23-3.5, C.R.S. Appropriations are enacted through the annual legislative budget processes at the Federal and State levels.

B. Program Purpose

The CSIG program is intended to increase access and choice of postsecondary education opportunities to residents of Colorado who show substantial financial need. Students are eligible to receive CSIG funds while attending participating state-supported, private, and proprietary institutions within the State of Colorado.

C. Awarding Process

Each year the Colorado Commission on Higher Education applies for and receives a Federal SSIG grant. After computing the required non-federal match amount, the total available amount is allocated among the participating schools, through the process described in Chapter Ten. All CSIG funds which institutions receive from CCHE consist of one-half federal and one-half state funds. Pervasively sectarian institutions receive only federal SSIG funds that must be matched by the institution.

When an institution is notified of its authorized level of spending, the financial aid director at the institution recommends students to CCHE for CSIG awards. Instructions for submitting award recommendations, including the required format for recommendations, are issued annually by CCHE, and are contained in this Chapter. Institutions are responsible for complying with the annual instructions.

402. Institutional Eligibility

State-supported two and four-year institutions, including local district colleges and area vocational-technical schools, and those private colleges universities and private vocational schools which have applied and been approved for participation may recommend awards for Colorado residents attending their school.

403. Student Eligibility

To be eligible to receive a Colorado Student Incentive Grant, the student must meet the following eligibility criteria:

1. be a national of the United States, be in the United States for other than a temporary purpose and intend to become a permanent resident thereof, or be a permanent resident of the Trust Territory of the Pacific Islands;

2. be a Colorado resident student as defined in §202; (see **CCHE-II-1)**

3. be an undergraduate student as defined in §207;

4. be enrolled at least half-time, according to the definition in §213 and in an eligible program as defined in §206;

5. be in good standing and demonstrate academic progress according to the institution's published policy regarding Standards of Satisfactory Progress for financial aid purposes; and

6. show substantial financial need. For purposes of this program, a student will be deemed to have substantial financial need when the difference between the student's cost of education and the total resources reasonably available to the student, based on Uniform Methodology, is at least $900 per academic year. Substantial need for students attending only part of an academic year is measured on a $100 per month basis. Non-public institutions should refer to CCHE-III-9 for special procedures to be utilized in evaluating need.

7. **if required, be registered with the Selective Service System.**

404. Award Limits

Federal policy dictates that Colorado Student Incentive Grants may not exceed $2,000 during any fiscal year for full-time attendance. The maximum award for less than full-time enrollment is prorated from $2,000 proportionate to the enrollment. **Awards and disbursements must be made in whole dollar amounts.**

405. Disbursement Acknowledgment

Federal regulations require that students acknowledge receipt of funds in writing at the time of each disbursement. If individual checks are issued for the program, student endorsement of the check satisfies the requirement; otherwise, student signatures on a roster, receipt, or acknowledgment form are required.

406. Special Reporting Requirements

Due to federal reporting requirements, there is an institutional reporting process for CSIG which is unique among the state-funded aid programs. All institutions participating in CSIG are required to follow the special CSIG reporting process as described in §408. Institutions which participate in other

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state aid programs have additional reporting responsibilities, as discussed in Chapter Eleven.

407. Transferability of Funds

Funds may not be transferred from CSIG to any other State or Federal financial aid program, nor may funds be transferred into the CSIG program from any other State or Federal financial aid programs.

408. COLORADO STUDENT INCENTIVE GRANT

RECOMMENDATION AND RECONCILIATION INSTRUCTIONS

FOR AWARD PERIOD JULY 1, 1984 THROUGH JUNE 30, 1985

Overview

There are two phases of reporting by institutions under CSIG: (1) submission of individual award recommendations; and (2) reconciliation of original data submissions.

Whether submitting original data (recommendations) or reconciliations, the definitions, format, and procedures for submission are identical. Special procedures exist for deleting previously submitted records, as explained later.

Data will be accepted by CCHE in any of the following forms:

1. CSIG Recommendation Form, if the institution is submitting less than 50 recommendations for the entire award period;
2. computer punch cards;
3. computer magnetic tape.

By submitting data in any form, the institution certifies that it is true and correct.

Data submitted as a revision or correction to a student record which has already been placed on file through the recommendation process supersedes all information previously submitted. The record is not cumulative; new data is never added to an existing record, but rather replaces **all** the original data. Every data element must be re-entered, even those elements for which there is no change.

Data submissions will be processed by CCHE according to the schedule in this section. After each processing activity, CCHE will send a Recipient List to each institution. The lists will be comprised of two sections: approved awards and disapproved awards. The social security number and up to 12 letters of the student's name will appear on the list. Institutions must be able to identify recipients based upon this identifying information.

Institutions are responsible for reconciling the Recipient List to their internal financial aid and fiscal records. Upon receipt of each Recipient List, the institution should review the approved award section to determine if all reports are still correct. **Changes should be submitted in the same manner as original recommendations; deletions should be coded on the form included in this section.** Institutions should review the disapproved awards and identify any correctable errors. **Corrections should be submitted in the same manner as original recommendations.**

For example: A change is a revision to the amount of the CSIG award which was originally recommended. A correction is the supplying and/or correction of information which resulted in the rejection of the award recommendation. Both changes and corrections should be submitted on CSIG recommendation forms (CCHE-IV-1). If an award is to be removed from the approved recipient list, a deletion form must be submitted (see CCHE-IV-2).

Institutions submitting data on tape may wish to completely replace their file with new tape. Tapes must be clearly marked to indicate whether they are complete replacement, or corrections only, and must be identified by the institution code. Block size and record length specified for the CSIG program must be used; and an external sticker must indicate the tape's density (BPI) and whether or not internal labels have been used. An edit program is available from the Colorado Commission on Higher Education for those institutions that wish to use it.

Totals shown on the final list must agree with the amount shown on the Expenditure and Reimbursement Summary or the final quarterly Reimbursement Request as well as with the State Fiscal Operations Report (for those institutions required to file that report).

The remainder of these instructions contains the Definition of Terms, the recommendation sheet sample form, formating instructions for card and tape submission, and the current year Processing Schedule.

CSIG Recommendation and Reconciliation
Definition of Terms
1984-1985

INSTITUTION ID NUMBER	an institution's identification number, stored as a four character numeric literal. A table of institution names and codes is included in this section.
SOCIAL SECURITY NUMBER	a student's social security number, stored as a nine character numeric literal. Hyphens are omitted; thus 072-94-6196 is stored as 072946196. DO NOT LEAVE BLANK. If social security number is unknown, create a number by starting with the last three digits of your institution number, and filling the balance of the spaces with a number which is unique for each student. For instance, the University of Colorado at Boulder might create numbers 210-00-0001 and 210-00-0002, etc.
CARD NUMBER	pre-coded 1.
STUDENT NAME	last name first. Enter as many characters as space permits. Leave space between last name and first name; use no punctuation. Example: JONES TIMOT
SEX	the student's sex, coded "M" or "F".
RACE	the student's race, coded as follows: "1" - Black/Negro "2" - Native American/American Indian "3" - Asian "4" - Hispanic/Spanish-surnamed "5" - White/Anglo "6" - other/unknown

STUDENT CLASSIFICATION a code indicating the student's academic classification. Regular undergraduate students who are working toward a degree are classified according to their current year of study. The determination of years is made according to the following table:

Must have completed at the beginning of the current year:

CODE AS	SEMESTER HOURS		QUARTER HOURS
"1"	0-29	(or)	0-44
"2"	30-59	(or)	45-89
"3"	60-89	(or)	90-134
"4"	90 or more	(or)	135 or more
"5"	120 or more	(or)	180 or more

Students enrolled in programs of study which are not measured by the traditional academic year categories are considered FIRST year students for programs of any length up to 12 months. If programs are longer than 12 months, code at FIRST year for the first 12 months of the program, and as SECOND year for the subsequent months beyond 12.

Regardless of the number of hours completed, the student may be classed as FIFTH YEAR only if he is enrolled in a specific five-year baccalaureate degree course (this includes '3-2' programs) as opposed to the normal four-year course. **All students reported in this category will be rejected in the edit for verification of their status.**

The item is stored as a one-character numeric literal.

LEGAL STATUS indicates whether the student is independent or dependent according to §§ 203 and 204 of the Colorado Handbook for State-Funded Student Assistance Programs. Code "I" for independent, "D" for dependent.

INCOME family income of either dependent or independent student, as used to compute the student's financial need.

ENROLLMENT STATUS indicates whether the student was expected to enroll as a full-time student, coded "F", or a half-time student, coded "H", according to the definitions in §212-213 of the Colorado Handbook for State-Funded Student Assistance Programs. Students awarded aid based on different levels of enrollment within the same year should be coded at the highest level at which they were enrolled.

ENROLLMENT DURATION indicates the number of months for which the student was enrolled during the award period. The item is stored as a two-character numeric literal.

BUDGET SIZE

indicates the number of people who were expected to live on the budget established for the student. If the budget is for a single student only, budget size is 1. If the budget is for a student and spouse or student and child, budget size is 2, etc.

BUDGET AMOUNT

indicates the actual institutional budget amount used in determining need for this student for the period of the award. Include any special costs you allowed. This amount must correlate to the budget size and to enrollment duration reported above.

NOTE: Private vocational/proprietary schools report your institutional budget for the student.

RESOURCES AND SPECIAL AWARDS

indicates the funds available to the student from non-need-based sources. The category includes:

1. Resources usually included in the Uniform Methodology, such as:

    Parents' Contribution
    Summer Savings
    Term earnings (not work-study)
    Portion of student's permanent savings
    Social Security Benefits
    Welfare

-PLUS-

2. Awards not based on financial need:

    Colorado Athletic Awards
    Colorado Scholars Awards
    Colorado Graduate Fellowships
    No-need work-study
    Institutional employment not awarded by the financial aid office
    Colorado Veterans Tuition Assistance
    Private Scholarships

This amount must correlate with Enrollment Duration, Enrollment Status, and Budget size reported above.

REPORTING PERIOD

pre-coded "5"

CARD NUMBER	pre-coded "2"

Award Amounts

When submitting data for award approval, award amounts will reflect projected disbursements. When reconciling already-reported data, these amounts must equal actual disbursements. These amounts must correlate to Enrollment Duration, Budget Amount, Resources and Special awards reported above.

> NOTE: If there is no award amount in a given category, leave blank.

PELL GRANT	the amount of the Pell Grant Award.
SEOG	the amount of a Supplemental Educational Opportunity Grant award.
FEDERAL WORK-STUDY	the gross compensation (to be) earned by the student.
NDSL	the amount of a National Direct Student Loan.
OTHER FEDERAL	the amount of aid received from other federal sources, such as Nursing scholarships or loans, Health Professions' loans or grants.
CSIG-FEDERAL	Federal portion of Colorado Student Incentive Grant award. Must equal one-half of full CSIG award.*
CSIG-STATE	State portion of Colorado Student Incentive Grant award. Must equal one-half of CSIG award.* Pervasively sectarian institutions providing their own match should report the institutional contribution to CCHE here.

***NOTE: If final actual disbursement of CSIG is an uneven dollar amount, CSIG State Portion should exceed CSIG Federal Portion by $1. For example, an award of $375 is $187 federal, $188 state. Otherwise, CSIG-Federal and CSIG-State must be exactly equal.**

COLORADO STUDENT GRANT	amount of need-based Colorado Student Grant. Do not report Athletic Awards or Colorado Scholarships. These are reported under "Resources and Special Awards".
COLORADO WORK-STUDY NEED-BASED	gross compensation (to be) earned by the student.

INSTITUTIONAL AMOUNT	the amount of aid received from funds (other than state or federal) for which the financial aid office selects the recipient and administers the funds on a need basis. Examples: student fees earmarked for student aid; foundation funds; donor gifts; endowment funds; long-term institutional loans (exclude short-term loans). Do not include institutional employment unless the financial aid office awards the employment on a need basis. Institutional funds awarded on a non-need basis should be reported under "Resources and Special Awards".
GUARANTEED STUDENT LOAN	**the amount of any** student loans guaranteed by any state agency or the federal government, or any PLUS loan received by the student.

COLORADO COMMISSION ON HIGHER EDUCATION
CSIG RECOMMENDATION FORM

1984-1985

INSTITUTION I.D. NUMBER

SOCIAL SECURITY NUMBER

CARD NUMBER 1

STUDENT NAME

SEX (M,F)

RACE (1,2,3,4,5,6)

STUDENT CLASSIFICATION (1,2,3,4,5)

LEGAL STATUS (I,D)

INCOME

ENROLLMENT STATUS (F,H)

ENROLLMENT DURATION (01...12)

BUDGET SIZE (1,2,3...)

BUDGET AMOUNT

RESOURCES AND SPECIAL AWARDS

REPORTING PERIOD 5

CARD NUMBER 2

PELL

SEOG

FED. WORK-STUDY

NDSL

OTHER FEDERAL

CSIG-FEDERAL

CSIG-STATE

COLO. STU. GRANT

COLO. WORK-STUDY NEED-BASED

INSTITUTIONAL AMOUNT

GUARANTEED STUDENT OR PLUS LOAN

We certify that this student is a Colorado resident for tuition purposes, is maintaining satisfactory progress according to the standards and practices of our institution, does not owe a refund on a grant previously received, **and meets all other eligibility requirements.** We further certify that budget and resources **are** correctly determined and reported according to CCHE policies and procedures.

Certifying Official

Institution

Date

Card Layout for CSIG Recommendation, 1984-1985

CARD FORM: STANDARD
COLOR: ANY
CORNER CUT: LEFT

SOURCE DOCUMENT: CSIG RECOMMENDATION DATA SHEETS

INSTRUCTIONS: PUNCH 2 CARDS FOR EACH DATA SHEET.

CARD 1

	Field	Columns	Character Mode	Remarks
1.	Institution Number	1- 4	N	Same for one institution
2.	Social Security Number	5-13	N	Do not punch hyphens
3.	Card Number	14	N	Always "1"
4.	Student Name	15-26	A	Anything
5.	Sex	27	A	May be M or F
6.	Race	28	N	May be 1-6
7.	Student Classification	29	N	May be 1-5
8.	Legal Status	30	A	May be I or D
9.	Income	31-35	N	Right justify and zero fill
10.	Enrollment Status	36	A	May be F or H
11.	Enrollment Duration	37-38	N	May be 01-12
12.	Budget Size	39	N	May be 1-9
13.	Budget Amount	40-44	N	Right justify and zero fill May not be 99999
14.	Resources and Special Awards	45-48	N	Right justify and zero fill
15.	Report Period	49	N	Same for one year
16.	Filler	50-80	A	Always blank

CARD 2

	Field	Columns	Character Mode	Remarks
1.	Institution Number	1- 4	N	Duplicate card 1
2.	Social Security Number	5-13	N	Duplicate card 1
3.	Card Number	14	N	Always "2"
4.	PELL	15-18	N	Right justify and zero fill
5.	SEOG	19-22	N	" " " " "
6.	Federal Work-Study	23-26	N	" " " " "
7.	NDSL	27-30	N	" " " " "
8.	Other Federal	31-34	N	" " " " "
9.	CSIG - Federal	35-38	N	" " " " "
10.	CSIG - State	39-42	N	" " " " "
11.	Colorado Student Grant	43-46	N	" " " " "
12.	Colorado Work-Study	47-50	N	" " " " "
13.	Institutional Amount	51-54	N	" " " " "
14.	Guaranteed Student Loan	55-58	N	" " " " "
15.	Filler	59-80		

Tape Layout for CSIG Recommendation, 1984-85

Logical Record Length = 128
Block Size = 1280

SOURCE DOCUMENT: CSIG RECOMMENDATIONS DATA SHEETS

	FIELD	COLUMNS	CHARACTER MODE	REMARKS
1.	Institution Number	1- 4	N	Same for one institution
2.	Social Security Number	5-13	N	Do not punch hyphens
3.	Student Name	14-25	A	Anything
4.	Sex	26	A	May be M or F
5.	Race	27	N	May be 1-6
6.	Student Classification	28	N	May be 1-5
7.	Legal Status	29	A	May be I or D
8.	Income	30-34	N	Right justify zero fill
9.	Enrollment Status	35	A	May be F or H
10.	Enrollment Duration	36-37	N	May be 01-12
11.	Budget Size	38	N	May be 1-9
12.	Budget Amount	39-43	N	Right justify and zero fill May not be 99999
13.	Resources and Special Awards	44-47	N	Right justify and zero fill
14.	Report Period	48	N	Same for one year
15.	PELL	49-52	N	Right justify and zero fill
16.	SEOG	53-56	N	" " " " "
17.	Federal Work-Study	57-60	N	" " " " "
18.	NDSL	61-64	N	" " " " "
19.	Other Federal	65-68	N	" " " " "
20.	CSIG - Federal	69-72	N	" " " " "
21.	CSIG - State	73-76	N	" " " " "
22.	Colorado Student Grant	77-80	N	" " " " "
23.	Colorado Work-Study	81-84	N	" " " " "
24.	Institutional Amount	85-88	N	" " " " "
25.	Guaranteed Student Loan	89-92	N	" " " " "
26.	Filler	93-128	A	Always Blank

SAMPLE EXTERNAL IDENTIFICATION FORMAT

VOLSER NO. **(use JB plus inst. code or 4 digit tape #)**
FROM **CCHE** DSN **blank**
TO **GGCC** RCD LGTH **(must be 128)**
DENSITY **(BPI of tape)** BLK SIZE **(must be 1280)**
JOB NAME **JB 365** NO. FILES **N/A**
INTERNAL LABEL **(say Yes or No)** KEEP UNTIL **N/A**

COPY AVAILABLE

COLORADO COMMISSION ON HIGHER EDUCATION

COLORADO STUDENT INCENTIVE GRANT PROGRAM

CSIG Deletion

To delete students from the Approved Awards section of the current Recipient List, Complete the data elements below and return to CCHE.

Institution Name: ______________________________

1 4
Institution Code: ☐☐☐☐

Student Social Security Numbers to be Deleted

5 13	14	Name
	3	
	3	
	3	
	3	
	3	
	3	
	3	
	3	
	3	
	3	
	3	
	3	
	3	
	3	

______________________________ Date Submitted

______________________________ Signature

CCHE-IV-2
1984

408. CCHE INSTITUTION CODES FOR FINANCIAL AID

CODE	INSTITUTION
0100	Boulder Valley Vocational Technical School (Quarter)
0105	Boulder Valley Vocational Technical School (Semester)
0110	Larimer County Vocational Technical School
0120	Emily Griffith Opportunity School
0130	Aurora Vocational Technical Center (Quarter)
0135	Aurora Vocational Technical Center (Semester)
0140	San Luis Valley Vocational Technical School
0150	San Juan Basin Vocational Technical School
0160	Delta Montrose Vocational Technical School
0210	University of Colorado-Boulder
0220	University of Colorado-Health Sciences Center (Quarter)
0225	University of Colorado-Health Sciences Center (Semester)
0230	University of Colorado-Denver
0240	University of Colorado-Colorado Springs
0300	Colorado School of Mines
0410	Colorado State University
0470	University of Northern Colorado
0510	Fort Lewis College
0620	Adams State College
0625	Mesa College
0630	Metropolitan State College
0640	University of Southern Colorado
0660	Western State College
0715	Arapahoe Community College
0720	Colorado Mountain College-Leadville
0725	Colorado Mountain College-Glenwood Springs
0727	Colorado Mountain College-Off-Campus
0731	Front Range Community College
0732	Red Rocks Community College
0733	Denver - Auraria Community College
0735	Community College of Aurora
0740	Pikes Peak Community College
0745	Lamar Community College
0755	Morgan Community College
0760	Northeastern Community College
0765	Otero Community College
0770	Northwestern Community College
0771	Colorado Mountain College-Steamboat Springs
0773	Pueblo Community College
0775	Trinidad State Junior College
0780	Aims Community College
0810	American Beauty College
0812	Americana Beauty College I
0813	Americana Beauty College II
0814	International Beauty College
0820	Barnes School of Business
0822	Blair Junior College
0824	Colorado College of Medical and Dental Careers
0825	Certified Welding School

Institution Codes Continued

CODE	INSTITUTION
0826	Colorado Aero Tech
0827	Colorado Springs College of Business
0828	Colorado Institute of Art
0829	Colorado Technical College
0830	Denver Automotive & Diesel College
0840	Denver Institute of Technology
0845	Electronic Technical Institute
0846	Denver Technical College
0847	Mile High College
0848	Longmont Beauty School
0850	Parks College
0860	Pikes Peak Institute of Medical Technology
0875	Presbyterian/St. Lukes School of Nursing
0885	Pueblo College of Business
0895	National Camera Inc.
0950	Colorado College
0960	Colorado Women's College
0970	Loretto Heights College
0980	Regis College
0990	University of Denver
0995	Nazarene Bible College
1000	Rockmont College

CHAPTER FIVE: COLORADO STUDENT GRANT

501. General Description

Colorado Student Grant Program is a financial aid program designed to assist Colorado resident undergraduate students with financial need in attending postsecondary colleges and universities in Colorado.

A. Statutory Authority

Statutory authority for this program is contained in 23-3.3-501, C.R.S. There is also annual appropriations legislation.

B. Program Purpose

The Colorado Student Grant Program represents a commitment by the State of Colorado to provide grant assistance to qualified Colorado resident undergraduate students with financial need who attend institutions of higher education supported in whole or in part by state funds.

502. Institutional Eligibility

State-supported two and four year institutions, including local district junior colleges and **area vocational-technical schools, and those private colleges and universities and private vocational schools which have applied and been approved for participation are eligible.**

503. Student Eligibility

In order to receive a Colorado Student Grant, the student must meet the following eligibility criteria:

A. be a Colorado resident student as defined in §202;

B. be an undergraduate according to the definition in §207 and enrolled in an eligible program as defined in §206, except as provided for in this chapter.

C. be in good standing and demonstrate academic progress according to the institution's published policy regarding Standards of Satisfactory Progress for financial aid purposes;

D. show documented financial need as defined in §215.

504. Award Limitations

A. Students Enrolled Full-time or Half-time

Students who are enrolled either full-time or half-time, as defined in §212 and §213, for 9 months or less in any fiscal year may be awarded Colorado Student Grants up to but not in excess of $1,000 for that fiscal year. Students enrolled full-time or half-time for more than 9 months in any fiscal year may be awarded Colorado Student Grants up to but not in excess of $1,500 for that fiscal year.

B. Students Enrolled Less Than Half-time

Colorado Student Grants may be awarded to less than half-time students but such grants may not exceed documented financial need, or the cost of tuition, fees, books and supplies, plus not more than $10 per month for transportation costs, whichever is less.

C. Students Enrolled in A.B.E./G.E.D. or Basic Skill Courses Only

Students who are enrolled solely in A.B.E./G.E.D. or basic skill courses may be awarded Colorado Student Grant up to documented financial need or the amount of tuition, fees, books and supplies, plus not more than $10 per month for transportation costs, whichever is less.

D. Students Enrolled Concurrently in College Credit Courses and A.B.E./G.E.D. Courses

Students who are enrolled concurrently in both college credit courses and A.B.E./G.E.D. courses may receive assistance according to the policies for each category of enrollment, as follows:

1. A.B.E./G.E.D. hours may be funded through Colorado Student Grant as specified in §504C above;

2. only those hours which will result in college level credit shall be counted to determine the student's enrollment status as full-time, half-time, or less than half-time. Once enrollment status has been determined, applicable policy for each enrollment status applies.

E. Exceptions

These award limits may be exceeded on a case-by-case basis with prior approval from CCHE.

505. Adjustments to Level of Expenditure

Expenditures for Colorado Student Grants may be increased by up to 10% of the initial institutional allocation, with funds drawn from Colorado Graduate Grant, Colorado Graduate Fellowship, Undergraduate Merit (Colorado Scholarship and Athletic Awards), or Colorado Work-Study without prior CCHE approval. For example, if the Colorado Student Grant allocation is $15,000, $16,500 in Colorado Student Grants may be spent by transferring up to $1,500 from the other student aid programs for use as Colorado Student Grant awards. Similarly, an amount equal to no more than 10% of the initial allocation for the other programs listed above may be expended in the other programs from Colorado Student Grant without prior CCHE approval, provided that the financial aid director has assured that the **maximum possible use** has been made of the Colorado Student Grant allocation to meet the documented financial need of undergraduate Colorado residents.

66

CHAPTER SIX: COLORADO WORK-STUDY PROGRAM

601. General Description

The Colorado Work-Study program is an employment program designed to allow Colorado resident undergraduate students to earn funds to assist in attending postsecondary colleges and universities in Colorado.

A. Statutory Authority

The applicable legislation is contained in 23-3.3-401, C.R.S. There is also annual appropriations legislation.

B. Program Purpose

The purpose of the Colorado Work-Study Program is to expand employment opportunities for Colorado resident, undergraduate students. Employment may be in jobs at Colorado postsecondary educational institutions supported in whole or in part by state funds, non-profit organizations, or governmental agencies. Students with financial need, as well as those who evidence no financial need but who have a personal need for work experience, are to benefit through the program. **Accordingly, efforts should be made whenever possible to provide job opportunities to students which relate to their academic and career goals.**

Funds under this program may be used to pay up to 100% of earnings in on-campus jobs, or up to 80% of earnings in off-campus jobs. **Institutions are encouraged to pay no more than 80 percent of on-campus earnings from Colorado Work Study funds.** Colorado Work Study funds may also be used to fund up to 10% of the total match required for the Federal College Work-Study program. This means that if the total match required is $1,000, $100 may be drawn from the Colorado Work-Study Program. It does not require a student-by-student division of the match between Colorado Work-Study and other sources, but the amount of match paid from Colorado Work-Study cannot be greater than the amount of match earned by Colorado resident undergraduates employed under Federal Work-Study. Colorado Work-Study funds used as match will be governed by Federal College Work-Study policy. Institutions which experience difficulty in providing the match needed for late supplemental Federal Work-Study allocations, or for increases in Federal Work-Study allocation of more than 10%, may request an exception to this policy from CCHE staff.

602. Institutional Eligibility

State-supported two and four year institutions, including local district junior colleges and area vocational technical schools, **and those private colleges, universities and private vocational schools which have applied and been approved for participation** are eligible.

603. Student Eligibility

In order to participate in the Colorado Work-Study Program, the student must meet the following eligibility requirements:

A. General Requirements

1. be a Colorado resident as defined in §202;
2. be an undergraduate student as defined in §207;
3. be enrolled at least half-time according to the definition in §213 in an eligible program as defined in §206;
4. be in good standing and demonstrate academic progress according to the institution's published Standards of Satisfactory Academic Progress for financial aid purposes.

B. Financial Need Requirement

Seventy to seventy-five percent of the initial allocation for Colorado Work-Study must be used to provide employment to students with documented financial need; and twenty-five to thirty percent is to be used for awards to students without regard to documented financial need. Institutions may release funds from either the need-based or no-need portion of their allocation and may spend supplemental allocations for either need-based or no-need awards unless the allocation is specifically designated by CCHE. Institutions must submit written request to CCHE for permission to deviate from the specified percentages of need/no-need awards.

Financial need must be an eligibility factor for a substantial number of student recipients, such that the funds earned by such students will equal seventy to seventy-five percent of the institution's allocation for the program, unless adjusted by subsequent release or reallocation. All application procedures for need-based programs, as defined by the institution, shall be followed.

604. Institutional Requirements for Selection of No-Need Work-Study Award Recipients

The director of financial aid is responsible for the selection of recipients, coordination of the award with any other form of assistance received by the student, and maintenance of individual student records. Recipients are to be selected without regard to financial need.

Each participating institution must develop and maintain an Institutional Plan for awarding No-Need Work-Study funds. The chief executive of the institution is responsible for having such a plan prepared and implemented. Plans must include, but are not necessarily limited to, the information requested in §312 **(CCHE-III-T).**

605. Award Limitations

Students may be employed under Colorado Work-Study during periods of actual enrollment and vacation periods between consecutive terms of enrollment. **Colorado Work-Study may be used to maintain an employment program between the end of the Spring term and the beginning of the Fall term of a traditional academic year.**

A. Maximum Hours of Employment

1. Students awarded no-need work-study should be limited to an average of 20 hours per week of employment during times when classes are in session.

2. **Students employed full-time between the end of the Spring term and the beginning of the Fall term are expected to use their earnings, minus taxes and job related costs, to meet educational expenses for the following year. Job related costs, including room and board, will be considered to be the lesser of $600 or 40% of net earnings unless the student's budget is constructed for 12 months. If the institution uses a 12 month budget the room and board costs are a cost of attendance rather than job related expenses; and the earnings from Colorado Work Study are a part of the expected family contribution for 12 months.**

B. Overearnings

Students are not to earn more than their award. However, in recognition of administrative realities, overearnings of up to $200 do not constitute an overaward. This policy is not intended to allow initial awards in excess of need but rather is intended to provide a small amount of leeway to the institution in the monitoring of earnings. Earnings in excess of $200 over the need or award may not be paid from Colorado Work-Study and must be counted as a resource in subsequent periods of enrollment.

606. Eligible Types of Employment

Students may be employed either on-campus or off-campus at state-supported and private colleges and universities. Private vocational/ proprietary institutions may not employ students on campus. Employing organizations and agencies must be responsible and must have professional supervision. Discrimination by employers on the basis of sex, race, color, age, religion, natural origin, marital status, or handicap is prohibited.

Generally, employment which is allowable under Federal CWSP is also allowable under Colorado Work-Study. This applies to both on-campus and off-campus employment, except that off-campus jobs for Colorado Work-Study must be within Colorado. Likewise, employment which is not allowable under federal regulations is not eligible under Colorado Work-Study, except that Colorado Work-Study students may be employed by the United States Department of Education.

Opinions from federal officials as to the legitimacy of a particular job under the Federal College Work-Study program may be assumed to be applicable to the Colorado Work-Study program with the exceptions noted above. However, approval to use Colorado Work-Study funds for particular jobs should not be construed as permission to institutions to use federal work-study funds to employ students in such jobs.

607. Special Administrative Responsibilities for Off-Campus Employment Programs

The financial aid office is responsible for ensuring that disbursements are made only for work performed in accordance with the written job description, with adequate supervision, and with proper documentation for the hours worked.

Institutions which use Colorado Work-Study funds to place students in off-campus jobs are required to obtain contracts with employing organizations and agencies. The contracts should be substantively the same as contracts used for the Federal College Work-Study program, and must contain specification as to the level of salary match required of the employer (see below). Contracts should be reviewed on an annual basis. An example of a contract is included in this Chapter (see CCHE-VI-1).

Visits by institutional representatives to off-campus employment sites must be made at least annually to monitor employer compliance with responsibilities as to supervision of student employees and adequate monitoring of time records.

608. Match Requirements

A. Off-Campus Match

Off-campus employers are required to contribute at least 20% of the hourly wages earned by students employed under Colorado Work-Study. The sum of the employer's match and the Colorado Work-Study funds may not exceed the total amount of student hourly wages except as provided in paragraph C of this section. Institutions may at their discretion require a higher level of match, or they may elect to fund the required match on behalf of the employer, through institutional funds other than Colorado Work-Study.

Exceptions to the 20% match requirement may be granted by CCHE under special circumstances, thus allowing 100% of the earnings to be paid from Colorado Work-Study funds. However, such exceptions must be approved in writing by CCHE prior to execution of a contract with the employer. Furthermore, such exceptions generally may not extend beyond the employer's first year of participation in the program.

B. On-Campus Match (Optional)

An institution is encouraged to establish a policy whereby on-campus employing units are required to match Colorado Work-Study funds from other sources. In the absence of such a policy, Colorado Work-Study funds may be used to pay 100% of on-campus employment compensation.

C. If contributions are made to social security, worker's compensation, or any other welfare or insurance program, they must be fully funded by the employer and are in addition to the wage paid to the student.

609. Rates of Pay

Students shall be compensated on an hourly basis for actual time on the job at a rate commensurate with the duties and responsibilities of the job. Student wages under the Colorado Work-Study Program shall be 85% to 100% of the wage paid to regular full-time employees performing the same work. Rates of pay less than 100% of those for full-time employees can be justified on the basis that students are temporary and usually have less responsibility than regular employees. The amount of financial need of the student is not an allowable factor in determining the rate of pay. Fringe benefits or other compensation may not be offered in lieu of or in addition to hourly pay. **All students employed by the institution should be paid on a common wage scale.**

610. Disbursement

Student employees must be paid at least monthly. Individual checks payable to the student, or similar instruments which may be cashed by students on their own endorsement without further restrictions, are required.

611. Special Recordkeeping Requirements for Colorado Work-Study

A. Job Description, Referrals, and Acknowledgments of Referral

The institution office responsible for student referral and placement must maintain written job descriptions which include rates of pay, or ranges of pay, for each position for which Colorado Work-Study funds are used. Such job descriptions should be reviewed and updated on an annual basis.

Written records should be maintained for all employment referrals, indicating acknowledgment of the hiring party that the student has been given the position, or reasons why the student was not hired.

B. Time Records

Written records showing the time worked must be maintained for all Colorado Work-Study employees. Time records must be signed by the student and supervisor and must be submitted at least monthly, or more frequently if payroll is processed on a more frequent basis. Time records must contain a certification by an authorized official of the institution or off-campus agency, preferably the student's supervisor, stating that the student has worked the number of hours shown and whether the work has been performed in a satisfactory manner. The supervisor should maintain a record of the actual hours worked each day by the student. Time records should be reviewed for reasonableness, and must be controlled in a systematic manner which will prevent abuse of the program. For example, students should not have access to time records after supervisor signatures have been affixed and prior to submission of the records for payment.

612. Adjustments to Level of Expenditures

An additional amount equal to no more than 10% of the institution's initial Colorado Work Study Allocation may be drawn from Colorado Student Grant, Colorado Graduate Grant, Colorado Graduate Fellowship, or Undergraduate Merit (Colorado Scholarship or Athletic Award) funds for expenditure in the Colorado Work-Study Program without prior CCHE approval. For example, if the Work-Study allocation is $15,000, up to $1,500 may be used from other student aid programs for additional Colorado Work-Study expenditures. An amount equal to no more than 10% of the initial allocation for the other programs listed above may be expended in those other programs from Colorado Work-Study without prior CCHE approval, provided that the financial aid director has assured that the **maximum** possible use has been made of the Colorado Work-Study allocation to meet the work needs of undergraduate Colorado residents.

613.

COLLEGE WORK-STUDY - TERMS OF AGREEMENT

THIS AGREEMENT, made this _____ day of __________, 19__, between the (Name of Governing Board or Institution), hereinafter known as "College," and the (Name of Hiring Agency), hereinafter known as "Agency," defined in the regulations governing the College Work-Study Program for the purpose of providing work in the public interest to students eligible to participate in the Program.

The College is operating a Federal College Work-Study Program under the provisions of Public Law 88-452 and subsequent amendments, and a Colorado Work-Study Program under policies of the Colorado Commission on Higher Education. An Agency participating in the program must agree that the work performed by the students will be "Work in the Public Interest" as defined in the Federal College Work-Study regulations as follows:

> Work in the public interest means work that is devoted to the national or community welfare rather than that of a particular interest or group. In no event shall work be considered to be work in the public interest if: (i) it is primarily for the benefit of the members of a limited membership organization (such as a credit union, a fraternal or religious order, or a cooperative) rather than for the public at large; (ii) it is to be performed for an elected official other than as part of the regular administration of Federal, State, or local government; or, (iii) it is work for which the political support or affiliation of the student is a prerequisite or consideration for employment.

IT IS AGREED THAT:

I. Agency represents that the work for which the students will be used:

- (a) is work for which the Agency normally has compensated or is compensating other persons who perform the same work;
- (b) will not result in the displacement of employed workers or impair existing contracts for services;
- (c) will be governed by such conditions of employment as will be appropriate in the light of such factors as the type of work performed, geographical region, and the proficiency of the employee;
- (d) may not involve the construction, operation, or maintenance of so much of any facility as is used or is to be used for sectarian instruction or as a place of religious worship;
- (e) may not involve any partisan or nonpartisan political activity associated with a candidate or with a contending faction in an election; and
- (f) may not involve any lobbying on the Federal level.

II. College will be the employer and will determine the eligibility of students for the program and be responsible for compensation to students for work performed. Whenever possible, the hourly rate of pay will be determined from the wage-rate guidelines in use by the College. Payment will be made by the College for the hours worked as certified by the Agency supervisor.

Fringe benefits shall not be applicable to student workers under this program. The Agency is responsible for keeping records of hours of work and submitting time cards at times specified by the College.

III. Agency agrees to reimburse the College for 20% of the amount actually earned by the student. This amount will be billed monthly by the College and should be paid within 30 days of the billing date. Agency accounts which become delinquent for over 120 days may be turned over to the State Collection Agency and delinquency may result in immediate cancellation of this agreement by the College, and termination of student employees.

IV. College reserves the right to require the Agency to deposit up to $200 with the College prior to the commencement of any work under this agreement. If the bill become delinquent, the College may apply any or all of the deposit against the amount due. The final bill submitted under this agreement shall be credited with the deposit balance remaining and the adjusted amount shall be returned to the Agency or paid to the College.

V. Students participating in this program may not work more than an average of 20 hours per week when classes are in session. A student may not earn more than his total award for the term. Participating students and Agency supervisors should monitor earnings so that the student will not have to stop working before the end of the term. When the total award has been earned, the student must terminate his employment for the term. Your agency will be billed 100% for any earnings that exceed the total awarded allotment.

VI. Agency agrees to provide qualified supervision of students and agrees that no student will be denied work or subjected to different treatment on the basis of race, color, creed, age, sex, handicap, or national origin.

VII. The term of this agreement shall cover that period from signature date through June 30, 1985. However, this agreement may be cancelled upon thirty days written notice by either party at the addresses set forth herein.

VIII. This agreement may only be revised or modified in writing signed by both parties.

DATED this _____ day of ____________________, 19__.

(Name of Governing Board or Institution)	(Name of Hiring Agency)
By:______________________________	By:____________________________
Director of Student Financial Aid	Signature-Title
	____________________________
	(Name (printed or typed)
______________________________	____________________________
Agency Supervisor (if other than signer)	Address
______________________________	____________________________
Agency Billing Address (if appropriate)	Telephone number

By:______________________________

CHAPTER SEVEN: GRADUATE GRANT AND FELLOWSHIP PROGRAMS

701. Colorado Graduate Grant Program Policies

A. General Description

The Colorado Graduate Grant Program is a need-qualified student assistance program funded by the State of Colorado to support graduate-level study.

1. Statutory Authority

   Authority for the Colorado Graduate Program is provided in 23-3.3-501, C.R.S. There is also annual appropriations legislation.

2. Programs Purpose

   The purpose of the Colorado Graduate Grant Program is to make graduate education at the masters, doctorate, and professional levels more readily available to well-qualified Colorado resident students who need financial assistance in the form of grants in order to pursue their studies.

3. Institutional Eligibility

   State-supported institutions offering graduate programs are eligible. Private colleges and universities that applied and have been approved for participation are also eligible.

B. Student Eligibility

In order to receive a Colorado Graduate Grant, the student must submit a written application and meet the following eligibility criteria:

1. be a Colorado resident student as defined in §202;
2. be a graduate student as defined in §209;
3. be enrolled at least half-time according to the definition in §213 in an eligible program as defined in §206;
4. show financial need according to the Uniform Methodology of need analysis;
5. be in good standing and demonstrate academic progress according to the institution's published policy regarding Standards of Satisfactory Progress for graduate students;
6. meet such other eligibility criteria as established by the institution of attendance in its Institutional Plan for the Colorado Graduate Grant Program.

C. Institutional Requirements for Selection of Graduate Grant Recipients

1. The director of financial aid is responsible for the coordination of the award with any other form of assistance received by the student, the authorization of disbursement of funds, performing the need analysis required for all applicants, and the maintenance of student records as required by Chapter Eleven.

2. Each participating institution must develop and maintain an Institutional Plan for awarding Graduate Grant funds. The chief executive of the institution is responsible for having such a plan prepared and implemented. A copy of the current plan must be filed with CCHE, by September 1, for the following fiscal year. Plans must include, but are not necessarily limited to, information described in §312 (CCHE-III-7).

D. Award Limitations

Colorado Graduate Grants may not exceed one-half of the student's budget, as established by the institution, up to a maximum grant of $3,000 in any fiscal year, and may not exceed the documented financial need of the student. At private institutions the award may not exceed one-half the budget at a comparable state institution, up to a maximum of $3,000 for any fiscal year.

An institution shall not require award recipients to perform services as a condition of receipt of a Colorado Graduate Grant. However, receipt of a Colorado Graduate grant does not necessarily preclude a student from also being employed by the institution or from receiving other forms of financial assistance so long as the total assistance offered does not exceed the student's documented financial need.

E. Adjustments to Level of Expenditure

Expenditures for Colorado Graduate Grant may be increased by up to 10% of the initial institutional allocation with funds drawn from Colorado Student Grant, Colorado Graduate Fellowship, Undergraduate Merit (Colorado Scholarship and Athletic Award), or Colorado Work-Study without prior CCHE approval. For example, if the Colorado Graduate Grant allocation is $15,000, up to $1,500 may be used from the other student aid programs for Colorado Graduate Grant expenditures. An amount equal to no more than 10% of the initial allocation for the other programs listed above may be expended in those other programs from Colorado Graduate Grant without prior CCHE approval provided that the financial aid director has assured that the maximum possible use has been made of the Colorado Graduate Grant allocation to meet the documented financial need of graduate Colorado residents.

702. Colorado Graduate Fellowship Program Policies

A. General Description

The Colorado Graduate Fellowship Program is a merit-based student assistance program funded by the State of Colorado to support graduate level study.

1. Statutory authority for the Colorado Graduate Fellowship Program is contained in 23-3.3-501, C.R.S. There is also annual appropriations legislation.

2. Program Purpose

   The purpose of the fellowship program is to provide institutions with funds to assist them in recruiting highly-qualified graduate students into their programs, thus providing enrichment of both graduate and undergraduate programs through diversity of experience and talent.

3. Institutional Eligibility

   State-supported institutions offering graduate programs are eligible. Private colleges and universities that applied and have been approved for participation are also eligible.

B. Student Eligibility

In order to be eligible to receive a Colorado fellowship, the student must meet the following eligibility criteria:

1. be a graduate student according to the definition in §209;

2. be enrolled full-time according to the standards and practices of the institution in an eligible program as defined in §206;

3. be in good standing and demonstrate academic progress according to the Standards of Satisfactory Progress for graduate students;

4. meet such other eligibility criteria as established by the institution of attendance in its Institutional Plan for the Colorado Graduate Fellowship Program.

C. Institutional Requirements for Selection of Graduate Fellowship Award Recipients

1. The director of financial aid is responsible for the coordination of the award with any other form of assistance received by the student.

2. Each participating institution must develop and maintain an Institutional Plan for awarding Graduate Fellowship funds. The chief executive officer of the institution is responsible for having such a plan prepared and implemented. A copy of the current plan must be filed with CCHE, by September 1 for the following fiscal year. Plans must

include, but are not necessarily limited to, the information described in §312 **(CCHE-III-7).**

D. Award Limitations

1. Maximum Amount of Award

Awards made under the Colorado Fellowship Program shall not exceed the actual cost of tuition plus $4,000 in any fiscal year. At private institutions, "actual cost of tuition" means the general, graduate, out-of-state full-time tuition rate at a comparable state-supported institution. CCHE can provide the institution with those rates. Institutions may award partial fellowships.

2. Awards to Students Receiving Need-Based Assistance

Students receiving assistance through state and/or federal need-based financial aid programs shall not be precluded from receiving Colorado Graduate Fellowship Awards. However, the financial aid director must reduce need-based financial aid awards when Colorado Graduate Fellowships are given to students in amounts which would cause an overaward according to regulations governing those need-based financial aid programs. Institutions should establish policies regarding such reductions which will ensure equitable results.

E. Adjustments to Level of Expenditure

Expenditures for Colorado Graduate Fellowship may be increased by up to 10% of the initial institutional allocation with funds drawn from Colorado Student Grant, Colorado Graduate Grant, Undergraduate Merit (Colorado Scholarship and Athletic Award), or Colorado Work-Study without prior CCHE approval. For example, if the Colorado Graduate Fellowship allocation is $15,000, up to $1,500 may be used for Colorado Graduate Fellowship from the other student aid programs. An amount equal to no more than 10% of the initial allocation for the other programs listed above may be expended in those other programs from Colorado Graduate Fellowship without prior CCHE approval.

CHAPTER EIGHT: UNDERGRADUATE MERIT AWARD PROGRAM

801. General Description

A. Statutory Authority

Authority for the Undergraduate Merit Award Program is contained in 23-3.3-501, C.R.S. There is also annual appropriations legislation.

B. Program Purpose

The Undergraduate Merit Award Program is a state-wide effort to recognize undergraduate Colorado resident students attending institutions of higher education for outstanding achievement in academic, athletic, and talent areas. Because of different roles and missions among the participating institutions, the program is designed to permit variation in the areas which are recognized, but within a framework of consistently objective and documentable criteria. Awards from this program were formerly made under separate Colorado Scholarship or Athletic Award programs.

802. Institutional Eligibility

State-supported two and four year institutions, including local district junior colleges and **area vocational-technical schools, and those private colleges, universities, and vocational schools which have applied and been approved for participation** are eligible.

803. Student Eligibility

To be eligible to receive an Undergraduate Merit Award, the student must meet the following eligibility requirements:

A. be an undergraduate student according to the definition in §207 enrolled in an eligible program as defined in §206;

B. be in good standing and demonstrate academic progress according to the institution's published Standards of Satisfactory Academic Progress for financial aid purposes;

C. be in compliance with such other eligibility criteria as established by the institution of attendance in its Institutional Plan for the Undergraduate Merit Program.

804. Institutional Requirements for Administration of the Undergraduate Merit Award Program

A. The director of financial aid is responsible for the coordination of the merit award with any other form of assistance received by the student. Institutional procedures must ensure that all eligible students receive consideration for awards.

B. Allocations for this program will be made to governing boards, not institutions. Governing boards are authorized to decide how much of their allocation will be spent for each type of award (academic, athletic, or talent). Boards governing more than one institution are authorized to decide how much will be expended at each institution.

C. Each participating institution must develop and maintain an Institutional Plan for awarding Undergraduate Merit funds. The chief executive of the institution is responsible for having such a plan prepared and implemented. A copy of the current plan must be filed with CCHE, by September 1. Plans must include, but are not necessarily limited to information described in §312 **(CCHE-III-7).**

D. Undergraduate Merit Award recipients must be made aware that the source of their award is funds provided by the Colorado General Assembly even though the school may choose to refer to the award by a different name.

805. Award Limitations

A. Maximum Amount of Award

Undergraduate Merit Awards may not exceed the amount of the tuition and mandatory fees charged to the recipient, and may be less than that amount at the institution's discretion. Awards for less than a full academic year must be prorated on an equal per-term distribution basis. Awards to students who **previously** received a Colorado Athletic Award may exceed tuition and fees but may not exceed the student's budget as determined by the institution's financial aid director.

Institutional policy as to amount of awards must be clearly stated in both the Institutional Plan and in student consumer information.

B. Awards to Students Receiving Need-Based Assistance

Students receiving assistance through state and/or federal need-based financial aid programs shall not be precluded from receiving Undergraduate Merit Awards. However, the financial aid office must reduce need-based financial aid awards (except Pell Grant) when Merit Awards are given to students in amounts which would cause an overaward according to regulations governing those need-based financial aid programs. Institutions should establish policies regarding such reductions which will ensure equitable results.

Institutions may not fund peyment of Undergraduate Merit Awards awards to needy students from their allocation for the Colorado Student Grant program.

C. Awards to Out-of-State Students

For 1984-85, the portion of undergraduate merit funds used for out-of-state students who have not previously received a state-funded merit award at the awarding institution shall not exceed the greater of:

80

a. the portion of the institution's fall, 1983, undergraduate FTE enrollment that comes from out-of-state students,

b. the portion of merit funds awarded to out-of-state students in 1983-84, or

c. 12 percent of the undergraduate merit awards.

Policies published for 1983-84 will apply for awards to continuing recipients.

D. Renewal Awards

Should the institutional policy provide for renewal of awards, any statement that such an award will continue beyond one year must include the provision that such awards are contingent upon continuation of the state program and availability of funds.

806. Adjustments to Level of Expenditure

At those institutions receiving an initial allocation for Undergraduate Merit Awards, an additional amount equal to no more than 10% of that initial allocation may be expended as Undergraduate Merit Awards from Colorado Student Grant, Colorado Graduate Grant, Colorado Graduate Fellowship, or Colorado Work-Study without prior CCHE approval. An amount equal to no more than 10% of the initial allocation for the other programs listed above may be expended in those other programs from Undergraduate Merit funds without prior CCHE approval.

Undergraduate Merit-Based Aid Report

To be submitted by governing boards by May 1, 1985.

Name of Governing Board ____________________

Governing Board Contact Person ____________________

Phone ____________________

I. How has the board distributed the undergraduate merit-based allocation for the coming year?

A. What policy, theory, or objectives did the board use in distributing the funds:

1. among institutions or campuses governed by the board;

2. among academic, talent, and intercollegiate athletic based awards?

B. What dollar distribution was approved by the board based on that policy?

Institution/ Campus	Academic Scholarships	Talent Awards	Athletic Awards	Total Merit Aid
________	$________	______	________	_____
________	$			
________		$		
________			$	
________				$
________			$	
________		$		

Proposed Format for Reporting to Commission on Use of Undergraduate Merit-Based Aid
(To be submitted by governing boards by September 1, 1985)

1. How has the distribution of state-funded, merit-based undergraduate aid among governing boards changed from the previous year?

Board	% of Statewide Funds to this Board in prior year	% of Statewide Funds to this Board in current year	% Change
Regents			
SBA			
CSM			
UNC			
Consortium			
SBCCOE			
Subtotal private college and universities			
Subtotal private vocational schools			

2. Within each multi-institution board system, how has the distribution of state-funded, merit-based undergraduate aid among institutions/campuses changed from the previous year?

Board	Institution	% of Funds of this Board in prior year	% of Funds of this Board in current year	% change
Regents				
	UCB	W	W_1	±w
	UCD	X	X_1	±x
	UCCS	Y	Y_1	±y
	UCHSC	Z	Z_1	±z
SBA				
	"			
	"			
	"			

3. What policies, theories, or objectives guided the boards in making these changes?

narrative

DRAFT ONLY

4a. Within each governing board system, how were the undergraduate, merit-based funds distributed among academic, talent, and athletic based awards in the 1984-85 award year?

Board	Acad.	% of Board Total	Talent	% of Board Total	Athl.	% of Board Total	Total
Regents	$		$		$		100
SBA	"	"	"	"	"	"	"
CSM	"	"	"	"	"	"	"
UNC	"	"	"	"	"	"	"
Consortium	"	"	"	"	"	"	"
SBCCOE	"	"	"	"	"	"	"

Private Institutions (by institution or summary? See amount of variation).
Private Voc-Techs (by institution or summary? See amount of variation).

4b. How does each board propose to distribute the undergraduate, merit-based funds among academic, talent, and athletic based awards in the coming year?

Board	Acad.	% of Board Total	Talent	% of Board Total	Athl	% of Board Total	Total
Regents	$		$		$		100
SBA	"	"	"	"	"	"	"
CSM	"	"	"	"	"	"	"
UNC	"	"	"	"	"	"	"
Consortium	"	"	"	"	"	"	"
SBCCOE	"	"	"	"	"	"	"

Private Institutions (by institution or summary? See amount of variation).
Private Voc-Techs (by institution or summary? See amount of variation).

4c. What is the change in percentage of total allocated to each purpose?

Board	Academic	Talent	Athletic
Regents	+X	±0	-X
SBA	"	"	"
CSM	"	"	"
UNC	"	"	"
Consortium	"	"	"
SBCCOE	"	"	"

4d. What policies, theories, or objectives guided the boards in making these changes?

narrative

DRAFT ONLY

5. What percentage of eligible students received state-funded awards based on academics, talent, or athletics? (See appendix for eligibility criteria for each institution for each program.)

Institution	Academic		Talent		Athletic	
	In-State	Out-of-State	In-State	Out-of-State	In-State	Out-of-State

(List)

6. What was the average value of an award at each institution in each category?

Institution	Academic		Talent		Athletic	
	In-State	Out-of-State	In-State	Out-of-State	In-State	Out-of-State

(List)

7. What private funds awarded by the institution also were used for these purposes?

Institution	Academic		Talent		Athletic	
	In-State	Out-of-State	In-State	Out-of-State	In-State	Out-of-State

DRAFT ONLY

CHAPTER NINE: LOAN-MATCHING; DEPENDENTS' TUITION ASSISTANCE; OUTREACH TUITION GRANT; NATIONAL GUARD TUITION ASSISTANCE

901. Loan-Matching Program Policies

A. General Description

The Colorado General Assembly each year appropriates funds to be used at state-supported institutions for Institutional Capital Contributions to three student loan programs: National Direct Student Loan Program, Health Professions Loan Program, and Nursing Student Loan Program.

1. Statutory Authority

Authority for these programs is contained in 23-3.3-501, C.R.S. There is also annual appropriations legislation. There is no separate, permanent authorizing legislation.

2. Program Purpose

The loan-matching appropriations represent the State of Colorado's commitment to facilitating institutional participation in the Federally-funded, campus-based loan programs. A state-appropriated match program makes possible continued full participation in the programs by all state-supported institutions.

B. Institutional Eligibility

State-supported two and four year institutions, including local district colleges, are eligible. Private colleges and universities and private vocational/proprietary schools that applied and have been approved for participation are also eligible.

C. Institutional Compliance with Federal Policy

There are federal statutes and regulations requiring Institutional Capital Contributions to the three loan program funds which also govern various eligibility, awarding, recordkeeping, collections, and accounting policies for each of the programs. Institutions are responsible for knowledge of and compliance with all applicable federal policy. **This includes any requirement for registering with the Selective Service System prior to receiving federal student aid funds.**

Under federal policy the state portion of cancelled National Direct Student Loans is to be returned to the loan fund. State policy extends that requirement to National Defense, Health Professions, and Nursing Loans.

D. Institutional Responsibility for Pre-Loan Counseling

Pre-loan counseling of student borrowers should be an integral part of the due diligence procedures followed by the institution in the administration of their loan programs. The following excerpt from the USDE 1981-82

Student Financial Aid Handbook summarizes the institution's responsibilities, and suggests some techniques for fulfilling those responsibilities:

> It is essential to the sound administration of the loan program that borrowers have as complete an understanding as possible of their responsibilities and rights under the program. It is strongly recommended that either individual or group counseling sessions be held with the borrowers prior to advancing the loan.
>
> Before an institution makes its first advance to a student, it is recommended that the institution provide the borrower with the following information:
>
> - The borrower's obligation to repay the loan
> - The borrower's obligation to apply the proceeds of the loan only to educational expenses
> - Yearly and cumulative maximum loan amounts a student may borrow
> - Repayment terms
> - The interest rate
> - The maximum number of years in which the loan must be repaid
> - The minimum monthly payment rate
> - Entitlements the borrower may have for deferral, cancellation, repayment, consolidation, or other refinancing of the loan.
> - A definition of default and consequences to the borrower if he or she defaults, including a description of any arrangements made with credit bureau organizations.
> - The effects of accepting the loan on the eligibility of the borrower for other types of student assistance.
>
> While this information can be transmitted by mail, it is preferable to meet with borrowers since it gives them the opportunity to raise questions concerning their rights and obligations. Each borrower should also be given a copy of the Promissory Note which sets forth the terms of repayment along with the borrower's rights and obligations so s(he) has ample time to read the note before being asked to sign it. Use of a separate statement of responsibilities, which the borrower is asked to sign, is also desirable.

It cannot be over-emphasized that pre-loan counseling is a key factor in sound collection procedures. As a part of the pre-loan counseling session, it is most desirable to have borrowers complete an information sheet which would provide useful information in collection procedures. This information should include:

- Borrower's name and current address
- Permanent address of parents
- Telephone numbers of the borrower and parents
- Expected date of graduation
- Spouse's name and address
- Spouse's employer
- Name and addresses of two or three personal acquaintances
- Borrower's driver's license number

Effective pre-loan counseling sessions will satisfy the initial requirement of due diligence of providing each borrower with full disclosure of rights and obligations. In addition, it will assist in locating borrowers who leave the institution without notice or who fail to attend the exit interview. However, pre-loan counseling may not be used to satisfy the requirement for an exit interview.

E. Institutional Responsibility for Loan Collection

In addition to pre-loan counseling, institutions are responsible for all collection efforts required by federal policy. Institutions whose default rate is greater than 125% of the state-wide default rate will not receive student loan matching funds. In addition, institutions whose rate of defaulted loans is more than **9% must decrease their rate each year in order to be eligible for new funds from the Loan Matching program.**

902. Tuition Assistance for Dependents of Deceased or Permanently Disabled National Guardsmen, Law Enforcement Officers, or Firemen, or Dependents of Prisoners of War and Military Personnel Missing in Action.

A. General Description

The program provides assistance in the amount of tuition for dependents of national guardsmen, law enforcement officers or firemen who were killed or disabled in the line of duty. It also assists dependents of Coloradans who were prisoners of war or missing in action.

1. Statutory Authority

   Authority for the Dependents Tuition Assistance Program is contained in 23-3.3-204 and 205, C.R.S. There is also annual appropriations legislation.

2. Program Purpose

   The program is intended to recognize the exceptional contribution of public servants who were killed or disabled in the line of duty and of prisoners of war and persons missing in action and to alleviate financial hardship in financing higher education for their dependents.

B. Institutional Eligibility

State-supported two and four year institutions, including local district junior colleges and area vocational-technical schools, and those private colleges, universities, and private vocational schools who have applied and been approved for participation are eligible.

C. Student Eligibility

To be eligible to receive Dependents' Tuition Assistance the student must meet the following eligibility requirements:

1. be a dependent as defined in §204, of

   a. a Colorado national guardsman, law enforcement officer, or fireman who was killed or disabled in the line of duty;

      (1) A law enforcement officer or fireman must have been employed by the State of Colorado or by a municipality, county, or special district of Colorado.

      (2) A Colorado national guardsman is considered to be permanently disabled if the individual is ineligible for retention as a member of the Colorado National Guard.

      (3) A law enforcement officer or fireman is considered to be permanently disabled if the individual is, as a result of the disability, unable to perform in the position to which he was regularly assigned at the time he became disabled.

b. a person who was a resident of the State of Colorado at the time such person entered the United States armed forces and who, while serving in the armed forces has been declared to be a prisoner of war or a person missing in action as established by the Secretary of Defense of the United States.

2. be an undergraduate student according to the definition in §207 enrolled in an eligible program as defined in §206;

3. be in good standing and demonstrate academic progress according to the institution's published Standards of Satisfactory Academic Progress for financial aid purposes;

4. not be eligible for educational benefits provided by the federal government for these circumstances;

5. be determined to be in need of financial assistance if a dependent of a permanently disabled law enforcement officer or fireman.

D. Award Limitations

1. Maximum Amount of Award.

Dependents' Tuition Assistance may not exceed the amount of tuition charged for the number of credit hours for which the student is enrolled if attending a public institution. If the student is not attending a public institution, assistance shall not exceed the cost of tuition at a comparable state institution.

2. Maximum Duration of Award

Dependents' Tuition Assistance may not be granted for more than twelve academic quarters or eight academic semesters.

E. Application Procedures

1. The dependent student should obtain an application from the Colorado Commission on Higher Education, should complete the form, and return the form and required supporting documents to the Commission.

2. Dependents of permanently disabled law enforcement officers must also contact the financial aid office at the institution they choose to attend to obtain the forms for evaluation of financial need. The forms should be completed and returned to that office for determination of the student's cost of attendance and available resources. That information is to be reported to the Colorado Commission on Higher Education so the Commission can determine if need exists in accordance with the provisions of the statute.

3. The Commission shall evaluate the student's eligibility and, if the student is found to be eligible, shall notify the governing board and financial aid office of the institution selected by the student. A copy of that notification will be sent to the student.

4. If the student is found to be eligible for assistance, the institution may provide an award for up to the amount of tuition charged for the number of credit hours for which the student is enrolled as outlined in §902C. Institutions must request reimbursement from the Commission for payments under that award. Institutions may pay the award from Colorado Student Grant funds if the Commission has no current year funds remaining.

903. Outreach Tuition Grant Program Policies

A. General Description

Outreach Tuition Grant Program is the name given to the program designed to offer tuition-only grants to students enrolling in continuing education courses at Colorado public four-year institutions. Prior to the 1981-82 academic year, the program was centrally administered by CCHE.

1. Statutory Authority

Statutory authority for this program is contained in 23-3.3-501, C.R.S. There is also annual appropriations legislation.

2. Program Purposes

The Outreach Tuition Grant Program is designed to assist Colorado residents with financial need and commitment to higher education, who cannot attend regular on-campus classes, in attending continuing education courses, offered for credit by a Colorado public four-year college or university.

B. Institutional Eligibility

State-supported four year institutions offering Outreach programs that have applied and been approved for participation (see §903G for application procedure) are eligible.

C. Student Eligibility

To be eligible to receive an Outreach Tuition Grant, the student must meet the following criteria:

1. be a Colorado resident as defined in §202;
2. be enrolled in a credit granting course(s) offered through the Office of Continuing Education at a participating Colorado public four-year institution;
3. be taking the course(s) for other than avocational reasons;
4. show financial need according to the Uniform Methodology of need analysis; and
5. be in good standing and demonstrate academic progress according to the institution's published policy regarding Standards of Satisfactory Academic Progress for financial aid purposes.

D. Award Limitations

Awards are offered for tuition only. They are limited to the minimum Outreach tuition rates as established by CCHE, or to the tuition for the course in question, whichever is less. There is no provision for any living allowance, any fees that may be charged in conjunction with a specific course, or for the cost of books or supplies.

E. Disbursement

Awards will not be disbursed to students, but will be used internally to pay tuition for the courses approved. Disbursements may be authorized by either the Financial Aid Office or the Outreach Office.

F. Transferability of Funds

Funds may **not** be transferred from the Outreach Tuition Grant Program to any other program.

G. Procedures for Institutional Application to Participate in the Outreach Tuition Grant Program

To be eligible to participate in the Outreach Tuition Grant Program an institution must be a public, four-year college or university presently participating in the Outreach Program administered by the Commission. In addition, the Financial Aid Director and the Outreach Director at the institution must jointly submit a letter certifying that the institution's Financial Aid Office will perform the need analysis for Outreach aid applications using the same need criteria applied to on-campus students.

904. National Guard Tuition Assistance

A. General Description

National Guard Tuition Assistance pays tuition for members of the National Guard at selected public institutions.

1. Statutory Authority

   Statutory authority for this program is contained in 23-5-11.4, C.R.S. There is also annual appropriations legislation.

2. Program Purpose

   National Guard Tuition Assistance is intended to encourage enlistment in the Colorado National Guard, to promote retention in the Guard, and to increase enrollment at underenrolled colleges.

B. Institutional Eligibility

a. University of Southern Colorado

b. Adams State College

c. Metropolitan State College

d. Mesa College

e. Fort Lewis College

f. state-supported two year institutions governed by the State Board for Community Colleges and Occupational Education

C. Student Eligibility

In order to receive National Guard Tuition Assistance, the student must meet the following eligibility criteria:

1. be a member of the Colorado National Guard;

2. be approved for participation by the Department of Military Affairs;

3. be enrolled at the University of Southern Colorado, Adams State College, Mesa College, Metropolitan State College, Fort Lewis College, or any community college governed by the State Board for Community Colleges and Occupational Education;

4. be pursuing studies leading to a bachelor's degree, an associate degree, or a certificate of completion;

5. have agreed to serve two years in the Colorado National Guard for each year of tuition assistance granted;

6. be in good standing and demonstrate academic progress according to standards established by the Tuition Advisory Board.

D. Award Limitations

1. Maximum Amount of Award

   National Guard Tuition Assistance may not exceed the amount of in-state tuition charged for the number of credit hours for which the student is enrolled;

2. If the student withdraws and qualifies for a partial refund of tuition, such refund shall be returned to the Commission on Higher Education for return to the program fund.

3. Maximum Duration of Award

   National Guard Tuition Assistance may not be granted for more than 132 semester hours or 198 quarter hours of course work.

E. Application Procedures

1. Students should obtain an application form (see CCHE-IX-2) from the Commander of their National Guard unit and complete Section I, returning the form to the Commander;

2. The Department of Military Affairs will approve or deny the application and return the form to the student;

3. If approved, the student should present the application to the registrar at the time of registration. Tuition assistance may be granted up to the **lesser** of:

   a. The authorized amount shown in Section III; or

   b. The amount of in-state tuition for the number of credit hours for which the student enrolls;

4. The student should obtain a copy of the application as completed by the registrar, or other evidence that the application was submitted to the registrar;

5. The registrar or business office must submit a copy of each completed application along with a summary billing form (CCHE-IX-1) to the Commission to obtain reimbursement;

6. The Commission will provide reimbursement to the institution, up to the amount of the appropriation, and inform the Department of Military Affairs.

F.

Billing

National Guard Tuition Assistance

1. Submit this billing form each term in which you have students using the National Guard Tuition Assistance Program.

2. Enter information for all students on one form. Do not prepare an individual billing form for each student. Use a second form only if you have more students using the program than can be entered on one form.

3. Attach a copy of each student's Tuition Certification Assistance Form to the Billing Form.

Name of College ______________________ Name of Term ______________

Address ______________________________ Phone ______________

Name of Person Submitting the Form ______________________________

Date Submitted ______________________________

Student's Name	Student's SSN	Hours Enrolled	Amount of Tuition Being Billed

Return this form and Tuition Certification Assistance Forms for each student
to: Debra Wiley, Colorado Commission on Higher Education
1300 Broadway Street, 2nd Floor, Denver, Colorado 80203

Total Billing ______________

CCHE-IX-1
1984

NATIONAL GUARD TUITION ASSISTANCE

SCHOOL YEAR 1984-85

SECTION IA (Completed by Applicant)(Type or Print)

Date:_______________Unit of Assignment:_________________

NAME, SSAN, MAILING ADDRESS CITY, STATE, ZIP

NAME LOCAL PH. #

SSAN

MAILING ADDRESS

CITY, STATE, ZIP

School Name:______________________________________

Campus:______________________________________
(If other than main campus)

SECTION IB

Session for Which Applying
(COMPLETE ALL APPLICABLE)

	Nr. Hours
Fall Sem/Qtr	__________
Winter Qtr	__________
Spring Sem/Qtr	__________
Grade Point Avg:	__________

I am applying for tuition assistance as indicated in Section IB. I understand this tuition assistance is contigent upon the satisfactory performance of my military assignment, and that I agree to serve two years in the Colorado National Guard for every year of tuition assistance received. I do not already possess a bachelor's degree. I understand that I must maintain a standard of academic achievement as established by the Tuition Advisory Board.

____
(Signature)

SECTION II. (Completed by unit commander)

Date:__________________________

Applicant's:
Pay Entry Date ________________
Current DOE in Colo NG____________
ETS Date____________________

Remarks:

Applicant is recommended for approval.
Remarks:

____
(Signature of Unit CO)

SECTION III. (Completed by TAGO)

Application approved.____
(date)

Maximum authorization for school year

Fall Sem/Qtr	$__________
Winter Qtr	$__________
Spring Sem/Qtr	$__________
Total	$__________

Extends enlistment obligation
to:________________

____
(Signature & title)

SECTION IV. (Completed by Registrar)

Student has enrolled as follows:
(resident tuition rate only)

	Nr Hrs	Cost
Fall Sem/Qtr	________	$________
Winter Qtr	________	$________
Springs Sem/Qtr	________	$________

Any cost in excess of amt. approved in Section III must be paid by the student

____
(Signature & Title)

CCHE-IX-2
1984

BEST COPY AVAILABLE

INSTRUCTIONS

SUBMIT IN ORIGINAL COPY ONLY. FORM WILL BE REPRODUCED BY TAGO.

APPLICANT.

1. Complete Sections IA IB. Type (Preferred) or print. Entries must be legible.
2. Submit application to your unit commander for processing.
3. Upon receipt of 3 copies of approved application from TAGO, distribute as follows:
   - 1 copy to be retained by Registrar for billing purposes.
   - 1 copy to be completed by Registrar and returned to applicant. This copy must be sent to TAGO immediately upon enrollment. THIS IS THE APPLICANT'S RESPONSIBILITY.
   - 1 copy to be retained by applicant for personal file.
4. Provide copy of year report of grades to TAGO within 30 days after end of each grading period for which National Guard Tuition Assistance has been revised.

IF FOR ANY REASON YOU DO NOT ENROLL, RETURN YOUR FORM WITH A NOTE OF EXPLANATION TO TAGO IMMEDIATELY. FAILURE TO DO SO MAY DISQUALIFY YOU FOR FUTURE ASSISTANCE. UNIT COMMANDER.

1. Complete Section II. If you do not feel applicant should be approved, indicate the reason in remarks section.
2. Send the completed form to TAGO.

TAGO.

1. Complete Section III, indicating the maximum amount of funds approved for the school year.
2. Complete the item indicating the date the individual is obligated to serve to based on the amount of tuition assistance approved. If approved for less than full-time enrollment, obligation will be pro-rated on the basis of one-month's service required for each 1.875 quarter or 1.25 semester hour received.
3. Reproduce an additional number of copies of the form for distribution as follows:
   - 3 copies returned to applicant.
   - 1 copy for unit of assignment
   - 1 copy for retention in TAGO files.

REGISTRAR.

1. Complete Section IV for the session in which applicant is enrolling, indicating the number of hours and cost. This cost may not exceed the maximum amount approved in Section III.
2. Return 1 completed copy to the applicant.
3. Retain 1 copy for billing to CCHE, 1390 Broadway, 2nd Floor, Denver, 80203.

NOTES:

(1) Applications must be initiated in sufficient time to permit processing by unit of assignment and receipt in TAGO by announced deadline.

(2) Tuition assistance is limited to a total of 132 semester hours or 198 quarter hours.

(3) A Grade point average of 2.0 must be maintained to qualify for additional assistance.

BEST COPY AVAILABLE

CHAPTER TEN: APPLYING FOR FUNDS, ALLOCATION OF FUNDS

1001. Applying for Funds

Application for state-funded student assistance consists of two steps, one performed by institutions and one performed by the Colorado Commission on Higher Education.

A. The Commission will prepare a request to the legislature for state-funded student assistance which will take into account the following information:

1. prior year utilization of funds;
2. student need as shown in prior year reports;
3. projected changes in cost and enrollment.

B. Institutions must submit an Institutional Request for Funds for State-funded Student Assistance **(see CCHE-X-1)** by February 1 each year.

1002. Allocation of Funds

All state-funded appropriations for student assistance, except National Guard Tuition Assistance, Veteran's Tuition Assistance, and Law Enforcement/POW Tuition Assistance, are allocated among eligible institutions. Also allocated is the federal funding for State Student Incentive Grants. A full technical description of the allocation procedures is contained in the manual entitled "Allocation of State-Funded Student Aid" maintained in the Student Services Office of the Commission.

A. Allocation Among Programs

The Legislature often appropriates funding for several similar purpose programs in one line item. The allocation of each line among its component programs is not based on formula but on the intent of the Legislature and the Commission. Long Bill narrative expresses the intent of the Joint Budget Committee. The Commission's budget request sets forth Commission intent and is consulted when legislative sources are silent.

B. Calculation of Institutional Need

Allocations to institutions for several of the programs are based upon each institution's share of state-wide financial need. Separate institutional need figures are calculated for undergraduates and for graduates. The need of all in-state undergraduate students at each institution as reported on the student roster is adjusted for changes in tuition rates and enrollment levels to develop an estimate of institutional undergraduate need.

The need of all in-state graduate students at each institution as reported on the student roster is adjusted for changes in tuition rates and enrollment levels to develop an estimate of institutional graduate need.

C. Adjustments to "Fair Share" Allocations

1. Formula-based allocations may produce significant increases or decreases in an institution's allocation of state funds from one year to the next and may exceed the amount the institution has determined can be effectively used. To stabilize allocations and promote efficient use of the funds, the "fair share" allocation produced for an institution by the formula is adjusted if necessary such that:

   a. it does not exceed:

      (1) the institution's request, or

      (2) a maximum allowable percentage increase over the prior year's allocation, such percentage being determined each year based on the increase or decrease in total funding for the program;

   b. and it does not fall below a minimum percentage of the prior year's allocation, such percentage being determined each year based on the increase or decrease in total program funding.

2. Increases or decreases in federal funding may also produce unstable funding. In state-funded programs for which there is a similar federally funded program, the fair share allocations are also adjusted if necessary for changes in the federally funded program such that an institution's state plus federal funding does not increase by more than a maximum allowable percentage (except that the allocation of state funds shall not be reduced below the current allocation).

D. Allocations Among Institutions

1. General Policies

   Institutions will not receive initial allocations in excess of the amount of their initial request as reflected in the Request for Funds. However, subsequent allocations during the same award period are not necessarily limited by the amount of the initial request.

   Institutions that fail to accomplish required administrative tasks may receive lower allocations in following years. For example, institutions that, in the most recently completed fiscal year, reverted funds in excess of allowable amounts after deadlines specified by CCHE might have like amounts escrowed pending receipt of current year financial reports. If those reports showed appropriate utilization of current allocations, the escrowed funds would be released for use by the effected institution. If the reports showed continued reversions, the funds could be reallocated for use by other institutions.

2. Eligible Institutions

   Each program of state-funded student assistance is available to students attending particular types of postsecondary institutions, as described here. Institutions are required to submit to biannual audits of their state-funded student assistance programs in order to maintain eligibility.

a. Colorado Student Incentive Grant Program

(1) Private colleges and universities and private vocational schools which have applied and been approved for participation (see Chapter Two for application procedure). A change of ownership or form of control terminates approval. New owners must reapply to participate;

(2) State-supported two and four year institutions, including local district junior colleges and area vocational technical schools.

b. Colorado Student Grant Program

(1) Private colleges and universities and private vocational schools which have applied and been approved for participation (see Chapter Two for application procedure). A change of ownership or form of control terminates approval. New owners must reapply to participate;

(2) State-supported two and four year institutions, including local district junior colleges and area vocational technical schools.

c. Colorado Work-Study Program

(1) Private colleges and universities and private vocational schools which have applied and been approved for participation (see Chapter Two for application procedure). A change of ownership or form of control terminates approval. New owners must reapply to participate;

(2) State-supported two and four year institutions, including local district junior colleges and area vocational technical schools.

d. Colorado Graduate Grant Program

State-supported institutions, private colleges and universities offering graduate programs.

e. Colorado Graduate Fellowship Program

State-supported institutions, private colleges and universities offering doctoral programs.

f. Undergraduate Merit Award Program

(1) Colorado Scholarship Program

(a) Private colleges and universities and private vocational schools which have applied and been approved for participation (see Chapter Two for application procedure). A change of ownership or form of control terminates approval. New owners must reapply to participate;

(b) State-supported two and four year institutions including local district junior colleges and area vocational technical schools.

(2) Colorado Athletic Award Program

State-supported two and four year institutions offering intercollegiate athletic programs.

g. Loan-Matching Program

State-supported two and four year institutions, **private colleges and universities, and private vocational schools.**

h. Dependent's Tuition Assistance

(1) Private colleges and universities and private vocational schools which have applied and been approved for participation (see Chapter Two for application procedure). A change of ownership or form of control terminates approval. New owners must reapply to participate;

(2) State-supported two and four year institutions including local district colleges and area vocational technical schools.

i. Outreach Tuition Grant Program

State-supported four year institutions offering Outreach programs that have applied and been approved for participation (see §903G for application procedure);

j. National Guard Tuition Assistance

(1) University of Southern Colorado

(2) Adams State College

(3) Mesa College

(4) Metropolitan State College

(5) Fort Lewis College

(6) Publicly-supported two year institutions

E. Allocation Policies by Program.

1. Colorado Student Incentive Grant

Colorado Student Incentive Grant funds are available to students in state-supported and private colleges and universities, private vocational schools and area vocational schools. Funds are allocated based on enrollment in the most recently completed fiscal year.

For state-supported institutions, in-state, undergraduate FTE student enrollments from the most recent Final Fiscal Year Report of Enrollment (Format 100) are used, except for the University of Colorado Health Sciences Center for whom headcount enrollment from their budget document is used.

For private vocational schools, enrollments from the most recent "Student Enrollment Information" form are used (see CCHE-X-2).

2. Colorado Student Grant

The funding available to eligible institutions for Colorado Student Incentive Grants is added to the funding available for Colorado Student Grants. The allocations of those funds are based on institutional undergraduate need as described in item B above and are adjusted as described in item C-1 and 2 above. The resultant allocations are then divided into Colorado Student Incentive Grants and Colorado Student Grants proportionate to the funding for each program and the preliminary Colorado Student Incentive Grant allocation based on enrollment.

3. Colorado Work-Study

Allocations among eligible institutions are based on institutional undergraduate need as described in item B above and are adjusted as described in items C-1 and C-2 above.

4. Colorado Graduate Grant

Allocations among eligible institutions are based on institutional graduate need as described in item B above and are adjusted as described in item C-1 above.

5. Colorado Graduate Fellowship

Graduate fellowships are allocated to eligible institutions based upon the full-time headcount enrollment of doctoral students as estimated through procedures described in the allocation manual.

6. Undergraduate Merit Awards

   a. Each institution that received an athletic award allocation in 1983-84 received a prorated amount of that allocation because the total undergraduate merit appropriation was reduced.

   b. In order to assist smaller institutions, each institution receives a graduated base amount ranging from $40 per student to a maximum of $10,500, with smaller institutions receiving the larger amounts.

   c. The balance of the funds available is allocated on the basis of undergraduate Colorado resident FTE enrollment for the prior year.

7. Student Loan Matching Funds

   a. The amount needed to provide one state dollar for every nine dollars of new Federal Capital Contribution is allocated to each institution receiving new federal funds for Health professions and Nursing Student Loans.

   b. If the appropriation is sufficient, one state dollar is allocated for every nine dollars of new Federal Capital Contribution for National Direct Student Loan. If the appropriation is more than sufficient to provide the required match, the excess can be allocated to participating institutions based on undergraduate and graduate student need as calculated from the Student Roster. If insufficient funds are appropriated to provide the full required match, funding to those institutions which received overmatch in prior years will be reduced.

   c. Institutions whose default rate is greater than 125% of the statewide default rate are not eligible for loan matching funds.

   d. Institutions whose default rate exceeds 9% must show that their rate has decreased over the most recent fiscal year in order to receive student loan matching funds.

F. Institutions will be notified of their allocations on an Official Allocation Notice **(CCHE-AN-1)**.

1003. Computing Utilization Rates

Institutions should manage federal and state funds in such a way as to fully utilize all allocations to the extent consistent with packaging policy, and to provide for maximum utilization from state funds through early release of unused funds for reallocation. Chapter Eleven provides detail on how allocation adjustments can be made to effectively utilize funds.

The percentage of the allocation which was expended to students will be calculated for each program on the basis of the May 1 adjusted allocation and the year-end financial report. Utilization rates of less than 95% in any program may be an indication of inadequate administrative capability within the institution and may result in reserving a portion of future allocations or reduction of future funding levels.

INSTITUTIONAL REQUEST FOR FUNDS

Please complete the enclosed Institutional **Request for Funds** and return it to the Commission **via governing board staff (for state institutions)** by February 1.

Columns a and b should reflect estimated recipients and expenditures based upon the institution's current allocations for each program; columns c and d should be the institution's request for funding levels for the most immediate future fiscal year.

The amount requested on lines 9.1 through 9.3 should be the State-appropriated Institutional Capital Contribution (ICC) to the various loan funds, and should equal 1/9 of the anticipated new Federal Capital Contribution (FCC) for each program.

COLORADO COMMISSION ON HIGHER EDUCATION

Institution Name:____________________

Institutional Request for Funds

____

Person to Contact:____________________

Telephone Number:____________________

	(a)	(b)	(c)	(d)
	Current Year ESTIMATE		Upcoming Year REQUEST*	
	Headcount	Amount	Headcount	Amount
1. Colorado Student Incentive Grants (Combined State and Federal Shares)				
2. Colorado Student Grants				
3. Undergraduate Merit Awards 3.1 Colorado Scholarship				
3.2 Athletic Awards				
4. Outreach Tuition Grants				
5. Colorado Graduate Grants				
6. Colorado Graduate Fellowships				
8. Colorado Work-study Awards				
9. Student Loan Fund Matching: 9.1 NDSL Required ICC				
9.2 Nursing Loan Required ICC				
9.3 Health Professions Required ICC				

* REQUEST is for Fiscal Year 19___ - 19___.

Date Submitted:____________________

Signature:____________________
Financial Aid Director

Most recent year for which an audit of state funded student assistance programs at your institution is available:__________ (A copy must be on file at CCHE)

Signature:____________________
Chief Executive Officer

CCHE-X-1
1984

1005.

Student Enrollment Information
1985-86 Allocation of State-Funded Student Aid

Name of Institution: ______________________________

Name of Person Responding: ______________________________

Phone: ____________________

1. Private Colleges and Universities and Vocational/Proprietary Schools with traditional terms (quarter, semester)

How many students who would qualify for in-state tuition status, according to Title 23, Article 7, C.R.S., were enrolled in undergraduate programs at your institution during the period July 1, 1983, through June 30, 1984?

_____ full-time and
_____ less than full-time but half-time or more

2. Private Vocational/Proprietary Schools (Institutions with NON-TRADITIONAL CALENDAR)

How many postsecondary students who would qualify for in-state tuition status, according to Title 23, Article 7, C.R.S., were enrolled in programs which are at least six months in length or which consist of at least 600 hours of instruction at your institution during the period July 1, 1983, through June 30, 1984? Report only students enrolled at least half-time or more. Do not count home-study students.

	Continuing Students	New Starts
July 1, 1983		
August 1		
September 1		
October 1		
November 1		
December 1		
January 1, 1984		
February 1		
March 1		
April 1		
May 1		
June 1, 1984		

*The tuition classification statute requires that the student (or the student's parent if the student is less than 21 years of age) have established domicile and indicated intent to remain in Colorado at least 12 months prior to the start of the period of registration for which in-state classification is being considered. Colorado residence, drivers license, vehicle registration, tax payment, etc. are requirements placed upon such persons. **(see CCHE-II-1)**

FROM: Colorado Commission on Higher Education
1300 Broadway Street, 2nd Floor
Denver, Colorado 80203
(303) 866-2748

OFFICIAL ALLOCATION NOTICE FOR STATE-SUPPORTED STUDENT ASSISTANCE PROGRAMS

for the period July 1, ___ - June 30, ___

TO:

Type of Notice:

____ Original

____ Adjusted

PROGRAM	(a) TOTAL Official Allocation per this Notice	(b) Prior Allocation per previous Notices	(c) Increase/ Decrease (+/-)
1. Colorado Student Incentive Grant, Combined State and Federal Shares			
2. Colorado Student Grant			
3. Colorado Work-Study		**- SAMPLE ONLY -**	
4. Colorado Graduate Grant		**DO NOT COPY**	
5. Colorado Graduate Fellowship		**OR**	
6. Undergraduate Merit		**SUBMIT THIS**	
~~7. Colorado Athletic Grant~~		**FORM**	
7. NDSL Match			
8. Health Professions/ Nursing Loan Match			
9. Outreach Tuition Grant			

TOTAL

Date____________________ Signed ______________________________
Executive Director
Colorado Commission on Higher Education

CCHE-AN-1
1984

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TO: Colorado Commission on Higher Education
1300 Broadway Street, 2nd Floor
Denver, Colorado 80203
(303) 866-2748

REQUEST FOR ADJUSTMENT

to Current Allocation
of State-Supported Student Assistance
for the period July 1, ____ - June 30, ____

FROM: Director of Financial Aid

Consideration Date for this Request:

___December 1

___February 15

___May 1

PROGRAM	CURRENT ALLOCATION	Amount of Additional Funds Requested (OR)	Amount of Funds to be Released
1. Colorado Student Incentive			
2. Colorado Student Grant			
3. Colorado Work-Study		- SAMPLE ONLY -	
4. Colorado Graduate Grant		DO NOT COPY OR	
5. Colorado Graduate Fellowship		SUBMIT THIS	
6. Undergraduate Merit		FORM	
~~7. Colorado Athletic Grant~~			
7. NDSL Match			
8. Health Professions/ Nursing Match			
9. Outreach Tuition Grant			
TOTAL			

Date____________________

Signed____________________
Director of Financial Aid

____
Chief Fiscal Officer

AVAILABLE

CHAPTER ELEVEN: ACCOUNTING, RECORDKEEPING, AND REPORTING

1101. Accounting and Recordkeeping

Accounting and recordkeeping activities provide accurate documentation of the use made of state funds and of the basis for program decisions. Such records are needed for documentation, for audit, for planning, and for guidance to new or replacement personnel.

A. Accounting, Fund Management, and Disbursement Activities

Accounting activities should provide an orderly flow of funds into the institution and out to students, and should further provide the controls necessary to assure compliance with the following policies.

1. Accounting and Fund Management Activities

    a. Funds allocated to the institution for state-funded student assistance shall be used only for direct aid to students in accordance with the policies of this Handbook.

    b. Program expenditures shall not exceed the dollar amount authorized for the institution as specified in Official Allocation Notices, except as outlined in individual program policy and described in this Chapter.

    c. Institutions shall maintain separate accounting records for each state-funded student assistance program.

    d. The CSIG federal revenue account (42013) must be utilized in recording earned revenue for federal CSIG.

    e. When NDSL, Health Professions, or Federal Nursing Loans are cancelled by the Federal Government, any amounts recovered for the state share of the cancelled loans shall be returned to the loan fund to make new loans to students.

2. Allocation Period for State-funded Student Assistance Programs

    The fund allocation period for all state-funded student assistance programs is determined by the fiscal year of the State of Colorado, July 1 through June 30. All state-funded student assistance expenditures should be charged to the allocation of the fiscal year in which disbursements are made (grants, scholarships, and loans), or services are performed (work-study). This procedure conforms with regulations with regard to federal student assistance expenditures, with the exception of the work-study program for which federal policy permits a ten percent carry forward/carry back flexibility.

3. Distribution of Allocated Funds

    a. State institutions will receive 100% of their allocations for state-funded student assistance, as approved by the Commission on its

Official Allocation Notice, by transfer directly to the institution from CCHE via CAS 235-71 ("A" Document). Transfers will be made to program accounts in accordance with the Official Allocation Notice. If April Budgetary Account Status sheets show line items are under-expended by more than 20%, institutions must justify their need for the remaining funds through submission of the Fund Utilization Report and a letter of explanation. Allocations will be reduced if justification is not received before **May 1.**

The federal share of CSIG will be held by CCHE as augmenting revenue on CAS 243, Adjustments to Estimated Augmenting Revenue. Reimbursement of the federal share of CSIG will be done by an interagency voucher **initiated by the institution** and submitted to CCHE for processing. The request for reimbursement of federal CSIG should correspond to the 42013 earned revenue account balance in the Central Accounting System.

b. Local district colleges, area vocational-technical schools, private colleges, and private vocational schools shall request advances and/or reimbursements at least quarterly on the form provided in this Chapter **(CCHE-XI-1).** Funds requested plus funds received should not exceed expenditures by more than the amount of the next disbursement, nor exceed the total allocation.

c. State institutions which release a portion of their allocation after those funds have been transferred to the institution should submit a CAS Form 235-71 transferring the funds back to the Commission with the Request for Adjustment (see CCHE-AJ-1) on which the funds are released.

If, due to refunds from students, unclaimed warrants, etc., an institution receives transfers for more than the actual amount of the student aid expenditures, the excess funds must not be reverted to the Controller but must be returned to the Commission using CAS Form 235-71 prior to the Controller's closing date for that fiscal year. Such funds shall not be retained by the institution nor expended in the following fiscal year.

4. Adjustments to Level of Expenditure

a. Institutions may not adjust expenditures in the Colorado Student Incentive Grant Program, the Outreach Tuition Grant Program, or in Student Loan Matching. Unused funds in these programs should be released as described in this Chapter. Expenditures in excess of the initial allocation for these programs can be made only upon receipt of a supplemental allocation.

b. Institutions receiving allocations for Colorado Student Grant, Undergraduate Merit, Colorado Graduate Grant or Fellowship, and/or Colorado Work-Study have limited authority to transfer funds among those programs. If necessary, the initial allocation for one of the programs may be increased by up to 10% of that allocation with funds drawn from any of the other programs without prior CCHE approval. For example, an individual program allocation of $15,000 may be increased by up to $1,500. Before making withdrawals from Colorado Student Grant or Colorado Graduate Grant the financial aid director must assure that the maximum possible use has been made of the allocations for those programs to meet the documented financial need of Colorado resident students. Before withdrawals are made from Colorado Work-Study it must be assured that maximum possible use has been made of those funds to meet the work needs of undergraduate Colorado residents.

Adjustments in excess of these levels require prior approval by Commission staff.

The "A" document transfer of spending authority should be submitted directly to the Division of Accounts and Controls. It does not need to be sent through CCHE. Schools not on the state accounting system make similar in-house transfers.

5. Adjustments to Allocations

Institutions should request adjustments to allocations on the Request For Adjustment form (CCHE-AJ-1) received with the Official Allocation Notice (CCHE-AN-1). State-supported institutions which are governed by a multi-institution board should submit the form to their governing board staff with a copy to the Commission. All other institutions should submit the form to the Commission. Institutions should notify the board and/or Commission at any time they become aware that they will not fully utilize their allocation or that they need additional funds. After receipt of an adjustment, an institution must file a new request if they wish to be considered for further adjustment, even though the first request was not fully met.

a. Adjustments to allocations can be made at two levels. Multi-institution governing boards may reallocate funds released by their institutions to the same student assistance programs at other institutions controlled by the board and report such reallocations to the Commission. Funds that are not reallocated by the board are to be released by the board to the Commission by the dates specified below. Those funds, plus funds released by stand-alone institutions, will be reallocated by Commission staff to individual institutions. The Executive Director will report all reallocations to the Commission.

b. Utilization/Adjustment Schedule

   (1) The first allocation adjustment will usually be made on December 1. Institutions which will expend less than their allocation in one or more programs must release sufficient funds on or before that date such that subsequent adjustments and reversions on a program-by-program basis do not exceed $100,000 or 20% of their initial allocation for any program, whichever is less.

   (2) The second allocation adjustment will usually be made on February 15. Institutions which will expend less than their

allocation in one or more programs must release sufficient funds on or before that date such that subsequent adjustments and reversions on a program-by-program basis do not exceed 10% or $20,000, whichever is less, of their initial allocation for any program.

(3) The third adjustment will usually be made on May 1. Institutions which will expend less than their allocation in one or more programs must release sufficient funds on or before that date such that subsequent reversions on a program-by-program basis do not exceed 5% or $10,000, whichever is less, of their initial allocation for any program.

Schools which utilize less than 95% of their adjusted allocation in one year will have a reduction in funds allocated for the next year.

6. Disbursement

a. Disbursements shall be made only when the institution:

(1) has received all required forms and documentation properly completed;

(2) has issued an official award letter to the student;

(3) has received a signed acceptance form from the student for any need-based award; and

(4) has verified that the student is currently in compliance with the institution's Standards of Satisfactory Academic Progress policy.

b. Funds under the state-funded programs shall not be disbursed to the student prior to the time the student completes registration, nor earlier than ten days prior to the first day of classes, nor after the last day of the academic period(s) for which the award was intended, **unless the institution identifies and documents extenuating circumstances requiring deviation from this policy. Such deviation should be rare and should not happen except in situations where the institution is primarily responsible for the disbursement delay.** Work-study payroll shall be disbursed according to the institution's schedule and procedures for student payroll.

c. Method of Disbursement

(1) All Colorado Work-Study earnings must be disbursed by check, similar negotiable instrument, or by direct deposit to accounts controlled solely by the student;

(2) Non-work-study funds may be disbursed to students by—

o transfer from a student aid account to student accounts, tuition accounts, housing accounts, etc. (e.g., from the

Colorado Student Grant account to the tuition income account in the student's name);

- o issuance of one check which identifies individual program amounts;
- o issuance of individual checks for each program.

Regardless of the method of disbursement used, accounting records must reflect disbursements by specific program to individual students.

7. Student Repayment of State Grant Funds

When it has been determined that a student owes a repayment of state-funded grants, the following procedures shall be used by the institution:

a. Bill the student according to institutional policy.

b. Exercise due diligence in collecting overdue repayments according to the requirements for follow-up in the federal NDSL regulations, including the use of a collection agency.

c. Student repayments of current fiscal year financial aid grants are to be returned to the student aid accounts and used for awards to other students in that same fiscal year.

d. Repayments received after the fiscal year shall be returned directly to CCHE. Such funds shall **not** be reverted, retained, nor expended by the institution.

e. The total amount of overpayments of grant funds to students due to institutional error must be returned to the grant account as soon as known so that these funds may be used to make awards to additional students.

f. Students are ineligible for future Colorado financial aid consideration until repayment has been completed.

g. Final reports submitted to the Commission are not required to be revised to reflect repayments received after the reports have been filed.

B. Accounting Records

Accounting records must be auditable and must provide documentation of compliance with Commission policy. Such records shall include:

1. copies of all Official Allocation Notices;
2. copies of reimbursement documentation;
3. vouchers, cancelled checks, or appropriate transfer documents showing disbursements to students; and

4. ledger and subsidiary records reflecting separate accounting records for each state-funded student assistance program.

C. Program Policy Records

Program records document the basis for decisions as well as policies. Such records must be maintained in the financial aid office, and must include the following:

1. documentation of the basis for the amounts for the various components of each year's standard student budget;
2. a copy of each year's packaging policy;
3. a copy of each year's Standards of Satisfactory Academic Progress for financial aid purposes;
4. a copy of the student aid refund and repayment policies;
5. copies of each year's Institutional Plans for selection of Colorado Graduate Grant, Colorado Graduate Fellowship, Undergraduate Merit Award recipients; and
6. copies of all Official Allocation Notices.

D. Individual Student Records

Individual student records must be maintained by the institution for all students who file an application for student aid (whether or not enrolled), or receive any award from state-funded student assistance programs. This includes records for students who apply and are refused awards or who fail to accept award offers. These records should be located in the financial aid office to promote coordination of awards.

1. For those programs requiring it, the file must contain a written application form.
2. For those programs not requiring written applications the file must contain either the information needed for reporting to the Commission, or the institution must have written procedures by which the financial aid office obtains such information from other departments or offices.
3. Each file must contain a record of disposition, including an award letter, or copy, if awards were offered.
4. If any need-based funds were disbursed, the file must contain an acceptance form, or copy of one, signed by the student.
5. Records for students who received need-based funds must also contain other documents as specified in §310H and must be located in the financial aid office.
6. All student records must reconcile with accounting records and must contain documentation for any changes from initial awards.

E. Retention of Records

Accounting records, program policy records, and individual student records are to be retained for five years following the most recent fiscal operations report reflecting the last activity, including all loan activity such as repayment, in those records or until audited with resolution of all audit questions, whichever occurs **last.**

1102. Reporting Requirements

Several reporting requirements exist for state-funded student assistance. These requirements must be met to provide adequate documentation of the use of the state funds for purposes of auditing and of reporting to the legislature. Failure to submit required reports on a timely basis may result in reduced allocations or termination of eligibility to participate in one or more of the state-funded student assistance programs.

A. Colorado Student Incentive Grant Recommendation and Reconciliation Report. (See Chapter Four)

This report is submitted by all institutions participating in CSIG in accordance with CSIG reporting instructions issued annually by the Commission. The final reconciliation must reach the Commission on or before **July 1** of each year.

B. Report of Utilization

This report (CCHE-XI-2) is submitted by all institutions except those participating only in the Colorado Student Incentive Grant Program and is used as a preliminary fiscal operation report in terms of fund transfers and total dollar commitments. The Report must reach the Commission by **May 1.**

C. State-Funded Student Assistance Fiscal Operations Report

A Colorado Fiscal Operations Report is required for all institutions except those participating only in the Colorado Student Incentive Grant Program. The report must reach the Commission on or before **September 1** of each year.

D. Student Roster

A Student Roster is required for all institutions except those participating only in the Colorado Student Incentive Grant Program. The roster must reach the Commission on or before **September 1** of each year.

In order to ensure that consistently valid data is being submitted to CCHE, a sample of records from the Student Roster will be selected for verification. Schools will be asked to provide a more complete description of the student's financial aid file to verify information reported on the roster.

Sample copies of these reports and instructions are included in this Chapter.

1103. Audits

Institutions are required to submit to bi-annual compliance audits of their state-funded student assistance programs in order to maintain eligibility. They are also required by federal policy to conduct an audit of the federal financial aid programs at least every two years. It is strongly recommended that the state student financial assistance programs be audited simultaneously with the federal audit. Audits at state-supported institutions, even if done by private firms, are to be coordinated through the State Auditor's Office.

Responsibility for audit of the Colorado student aid programs is specifically assigned to the State Auditor [23-3.3-102(8) and 23-3.5-104, C.R.S.] Institutions are encouraged to work with the State Auditor to have that audit work included in their regular institutional audits to avoid the disruption of a separate audit visit.

Copies of the completed audit shall routinely be sent to CCHE.

1104. CALENDAR FOR SUBMISSION OF STATE-FUNDED STUDENT ASSISTANCE PROGRAMS REPORTS

1984

JULY	Submit final 1983-84 CSIG recommendations and corrections for prior fiscal year by July 1. Submit final Report of Expenditures (local district colleges, area vocational schools, private institutions, private vocational schools) by July 1.
AUGUST	CCHE processes final 1983-84 CSIG recommendations by August 1.
SEPTEMBER	Submit 1983-84 Institutional Fiscal Operations Report, final CSIG Reconciliation, Student Roster, 1984-85 Institutional Plans, and Student Budgets by September 1.
OCTOBER	Submit 1984-85 CSIG recommendations by October 1. Submit first 1984-85 Quarterly Reimbursement Request for current fiscal year (local district colleges, area vocational schools, private institutions, private vocational schools). Submit copy of Federal FISAP to CCHE. Submit copy of final Pell Grant Progress Report to CCHE.
NOVEMBER	CCHE processes CSIG recommendations by November 1.
DECEMBER	Submit first Request for Adjustment to governing board staff by December 1. Student Expense Budget ranges reviewed by CCHE and financial aid administrators.

1985

JANUARY	1985-86 Student Expense Budget ranges approved by CCHE. Adjustments to 1984-85 allocations announced.
FEBRUARY	Submit 1984-85 CSIG recommendations by February 1. Submit second Request for Adjustment to governing board staff according to schedule which will allow them to forward requests to CCHE if necessary by February 15. Submit Request for 1985-86 Funds by February 1.
MARCH	Adjustments to 1984-85 allocations announced. CCHE processes CSIG 1984-85 recommendations by March 1.
APRIL	Submit 1984-85 CSIG recommendations by April 15.
MAY	Submit final 1984-85 Request for Adjustment and Report of Utilization by May 1. CCHE processes CSIG recommendations by May 15. CCHE approves allocations for 1985-86.
JUNE	Final Adjustments to 1984-85 allocations announced. 1985-86 official allocation notice received.

1105. CCHE INSTITUTION CODES FOR FINANCIAL AID

CODE	INSTITUTION
0100	Boulder Valley Vocational Technical School (Quarter)
0105	Boulder Valley Vocational Technical School (Semester)
0110	Larimer County Vocational Technical School
0120	Emily Griffith Opportunity School
0130	Aurora Vocational Technical Center (Quarter)
0135	Aurora Vocational Technical Center (Semester)
0140	San Luis Valley Vocational Technical School
0150	San Juan Basin Vocational Technical School
0160	Delta Montrose Vocational Technical School
0210	University of Colorado-Boulder
0220	University of Colorado-Health Sciences Center (Quarter)
0225	University of Colorado-Health Sciences Center (Semester)
0230	University of Colorado-Denver
0240	University of Colorado-Colorado Springs
0300	Colorado School of Mines
0410	Colorado State University
0470	University of Northern Colorado
0510	Fort Lewis College
0620	Adams State College
0625	Mesa College
0630	Metropolitan State College
0640	University of Southern Colorado
0660	Western State College
0715	Arapahoe Community College
0720	Colorado Mountain College-Leadville
0725	Colorado Mountain College-Glenwood Springs
0727	Colorado Mountain College-Off-Campus
0731	Front Range Community College
0732	Red Rocks Community College
0733	Denver - Auraria Community College
0735	Community College of Aurora
0740	Pikes Peak Community College
0745	Lamar Community College
0755	Morgan Community College
0760	Northeastern Community College
0765	Otero Community College
0770	Northwestern Community College
0771	Colorado Mountain College-Steamboat Springs
0773	Pueblo Community College
0775	Trinidad State Junior College
0780	Aims Community College
0810	American Beauty College
0812	Americana Beauty College I
0813	Americana Beauty College II
0814	International Beauty College
0820	Barnes School of Business
0822	Blair Junior College
0824	Colorado College of Medical and Dental Careers
0825	Certified Welding School

Institution Codes Continued

CODE	INSTITUTION
0826	Colorado Aero Tech
0827	Colorado Springs College of Business
0828	Colorado Institute of Art
0829	Colorado Technical College
0830	Denver Automotive & Diesel College
0840	Denver Institute of Technology
0845	Electronic Technical Institute
0846	Denver Technical College
0847	Mile High College
0848	Longmont Beauty School
0850	Parks College
0860	Pikes Peak Institute of Medical Technology
0875	Presbyterian/St. Lukes School of Nursing
0885	Pueblo College of Business
0895	National Camera Inc.
0950	Colorado College
0960	Colorado Women's College
0970	Loretto Heights College
0980	Regis College
0990	University of Denver
0995	Nazarene Bible College
1000	Rockmont College

COLORADO COMMISSION ON HIGHER EDUCATION

REPORT OF EXPENDITURES AND REQUEST FOR PAYMENT OF STATE-FUNDED STUDENT ASSISTANCE PROGRAM FUNDS

TO BE USED BY LOCAL DISTRICT COLLEGES, AREA VOCATIONAL-TECHNICAL SCHOOLS, PRIVATE INSTITUTIONS AND PRIVATE VOCATIONAL SCHOOLS
(Should be submitted quarterly)

FISCAL YEAR TO DATE AS OF ____________, 19___

	Colorado Student Incentive Grant (State and Federal)	Work-Study	Colorado Student Grant	Undergraduate Merit Award	NDSL Match
1. Official Allocation (must agree with most recent allocation notice)					
2. Total amount of awards to students for fiscal year to date.					
3. For CSIG, total amount approved by CCHE on computer run.					
4. Total expenditures for fiscal year to date					
5. Total funds received from CCHE for fiscal year to date.					
6. Funds currently requested (The sum of lines 5 and 6 should not exceed line 1 or line 2.) **REQUESTS MUST BE IN WHOLE DOLLAR AMOUNTS**					

I certify that the student assistance expenditures reported here have been or will be made in compliance with the policies established for such expenditures by the Colorado Commission on Higher Education.

Institution ____________________ Date ______________ Certify By ______________ ______________
Signature Phone number

Address ____

Institution Code ______________ CCHE Approval ______________________

CCHE-XI-1
1984

Report of Utilization
To be filed by May 1

____
Institution

	a	b	c	d	e	f	g	h
	Colorado Student Grant	Colorado Scholarships	Athletic Awards	Colorado Work-Study	Colorado Graduate Grants	Colorado Graduate Fellowships	Outreach Tuition	Total Grant
1. Amount shown on original Official Allocation Notice								
2. Additional Funds reallocated by CCHE	+	+	+	+	+	+	+	
3. Funds released to CCHE	-	-	-	-	-	-	-	
4. Additional expenditures drawn from other State funded student aid programs at your institution (4)	+	+	+	+	+	+	N/A	(1)
5. Reduced expenditures which will be added to other State funded student aid programs at your institution (4)	-	-	-	-	-	-	N/A	(1)
6. Total Available (2)	=	=	=	=	=	=	=	
7. Expenditures to date Date of last report from business office ________								
8. Total Commitments to date (3)	-		-	-	-	-	-	-
9. Yet to be committed	=	=	=	=	=	=	=	
10. Funds to be released to the governing board, or to CCHE.	=							

____________________ Financial Aid Director
____________________ Date
____________________ Fiscal Officer
____________________ Date

(1) The totals on lines 4 and 5 must be equal

(2) Line 6 equals the total of lines 1 through 5

(3) Both commitments which have been disbursed and those remaining to be disbursed

(4) May not exceed 10% of line 1 of same column. Includes transfers among funds made by your institution or CCHE.

CCHE-XI-2
1984

Instructions

for

State-Funded Student Assistance Fiscal Operations Report

Overview

The Fiscal Operations Report for state-funded student financial aid has been structured to resemble the Federal Fiscal Operations Report as closely as possible. This will aid the institution in developing procedures for gathering the required data with a minimum variation between the system for State reporting and for Federal reporting.

The total CCHE-required Fiscal Operations Report consists of three parts:

(1) the attached, properly-completed CCHE report;

(2) copy of the Federal Fiscal Operations Report for the corresponding period;

(3) copy of the final Pell Grant Progress Report for the corresponding period.

The CCHE report is due on **September 1**. The Federal Fiscal Operations Report and final Pell Grant Progress Report are due 5 days after Federal due dates.

Reporting Period

The reporting period for the State Fiscal Operations report corresponds to the most recently completed fiscal year for the State of Colorado, July 1 through June 30.

Definitions

The following definitions apply to program titles and other abbreviations which are used in the State Fiscal Operations Report.

CSIG = Colorado Student Incentive Grant, comprised of equal dollars from the federal State Student Incentive Grant program and state-supplied matching funds. Both state and federal dollars are to be included in the CSIG program heading for purposes of this Report.

CSG = Colorado Undergraduate Student Grant.

Colo W-S = Colorado Work-Study Program. Expenditures reported are to be total need-based and no-need Colo W-S earnings, and Colo W-S used as federal CWS match. The number of students to be reported should be the number employed under need-based and no-need Colorado W-S (do not include students employed under federal W-S).

Report the amount of Colorado funds used as federal CWS match in the "Other/Unknown" line of Section A, the "Resident" line of Section C and the "Status Unknown" line of Section D. Distribute the amount of Colorado funds used as federal CWS match between men and women on Section B.

Grad Grant = Colorado Graduate Grant program.

Fellowship = Colorado Graduate Fellowship program.

Colo Schol = Colorado Undergraduate Scholarship program.

Athletic = Colorado Athletic Grant program.

Editing the Report

The institution is responsible for the accuracy of the data reported to CCHE in the State Fiscal Operations Report. Please carefully review all entries prior to signing the Certification Statement on page 8 of the Report.

Part I, Sections A-D

# recipients/Total - the actual number of recipients of funds from each program are to be reported in columns c, e, g, h, k.

Column (a) represents unduplicated recipients. A student should be counted only once even though (s)he received funds from more than one state program.

The number of recipients should be the same on all parts of the report; i.e., make sure the "Total" lines agree on all reports. See Colo W-S definition for reporting of recipients.

$ Amount/Total - the actual disbursement of funds by program. The program amounts should be added across and down to agree with unduplicated total expenditures.

Total expenditures are to agree with the June 30 Budgetary Account Status Sheet for schools on the state accounting system. For schools not on that system, expenditures should agree with the final request for payment.

See Colo W-S definition for instruction for reporting of funds that were used for federal matching funds.

Part II, Loan Matching Funds

Includes information that must be reported on federal fiscal operations report and will be verified upon receipt of that report.

Part III, Undergraduate Grant/Merit Programs

Line 5. Must agree with program totals in Part I, Sections A-D.

Line 6. The number of recipients must agree with the number of recipients listed for each program in Part I, Sections A-D.

Part IV, Graduate Program

Line 5. Must agree with program totals in Part I, Sections A-D.

Line 6. Must agree with the combined graduate program total in Part I, Sections A-D.

Part V, Colorado Work-Study Program

Line 10. Amount of funds expended through the Colo. W/S program must agree with program totals Part I, Sections A-D.

Line 7. Total # recipients must agree with # recipients reported in Part I, Sections A-D.

Line 11. Must be completed.

In the final edit process it will be helpful to remember:

a. The "unduplicated total" figures on each page should be the same.

b. Dollars are always unduplicated, but students may have received assistance from one or more programs. Students are to be counted only once in the "unduplicated total" column. Thus, while dollars can be added across columns to arrive at a total, recipients cannot.

c. CSIG/CSG are separated only on page 5 because they are both need-based grant programs. It may be easier to complete page 5 first and then combine information for the other pages. Remember to count each person only once. The situation is similar for graduate grant and fellowship programs on page 6. You may wish to complete page 6 before Part I.

d. The distribution of on and off campus earnings through the Colorado Work-Study Program is used in the Legislative Report. Please provide that information.

e. Information on the State Fiscal Operations Report should agree with the June 30 Budgetary Account Status Sheet for your institution.

f. Recoveries received during the year:

(1) from prior years - must have been returned to CCHE (see p. 106) so should not be included in any part of this report.

(2) from the current year - must have been returned to the fund to be spent as current year award. Do not include as a recipient a student for whom a recovery was made.

COLORADO COMMISSION ON HIGHER EDUCATION
1300 Broadway Street
Denver, Colorado 80203

INSTITUTIONAL FISCAL OPERATIONS REPORT

PLEASE READ INSTRUCTIONS BEFORE COMPLETING THIS FORM

for the Period

July 1, 1983 - June 30, 1984

PART I: Demographic Information

Name and Address of Institution:

Section A - Distribution of State-funded aid recipients by racial/ethnic categories

Race or Ethnic Group	Unduplicated Total		CSG/CSIG		Colorado Work-Study		Graduate Grant/ Fellowship		Colorado Scholars		Athletic	
	(a) # Recip.	(b) $ Amount	(c) # Recip.	(d) $ Amount	(e) # Recip.	(f) $ Amount	(g) # Recip.	(h) $ Amount	(i) # Recip.	(j) $ Amount	(k) # Recip.	(l) $ Amount
1. Black												
2. Native American												
3. Asian												
4. Hispanic												
5. White/ Anglo												
6. Other/ Unknown												
7. TOTAL												

CCHE-XI-3
1984

Colorado Commission on Higher Education Institutional Fiscal Operations Report July 1, 1983 - June 30, 1984

Section B - Distribution of State-funded aid recipients by sex

Sex	Unduplicated Total		CSG/CSIG		Colorado Work-Study		Graduate Grant/ Fellowship		Colorado Scholars		Athletic	
	(a) # Recip.	(b) $ Amount	(c) # Recip.	(d) $ Amount	(e) # Recip.	(f) $ Amount	(g) # Recip.	(h) $ Amount	(i) # Recip.	(j) $ Amount	(k) # Recip.	(l) $ Amount
1. Men												
2. Women												
3. TOTAL												

Section C - Distribution of State-funded aid recipients by resident/non-resident status Institution____________________

Status	Unduplicated Total		CSG/CSIG		Colorado Work-Study		Graduate Grant/ Fellowship		Colorado Scholars		Athletic	
	(a) # Recip.	(b) $ Amount	(c) # Recip.	(d) $ Amount	(e) # Recip.	(f) $ Amount	(g) # Recip.	(h) $ Amount	(i) # Recip.	(j) $ Amount	(k) # Recip.	(l) $ Amount
1. Resident												
2. Non-Resident												
3. TOTAL												

CCHE-XI-3
1984

Colorado Commission on Higher Education
Section D - Distribution by Parents' Income Category for Dependent Students
or by Independent Status

Institutional Fiscal Operations Report
July 1, 1983 - June 30, 1984

Status or Income Category	Unduplicated Total		CSG/CSIG		Colorado Work-Study		Graduate Grant/ Fellowship		Colorado Scholars		Athletic	
	(a) # Recip.	(b) $ Amount	(c) # Recip.	(d) $ Amount	(e) # Recip.	(f) $ Amount	(g) # Recip.	(h) $ Amount	(i) # Recip.	(j) $ Amount	(k) # Recip.	(l) $ Amount
1. Status Unknown												
2. Dependent-parents' income 2.1 Unknown												
2.2 $ -0- $ 5,999												
2.3 $ 6,000 $11,999												
2.4 $12,000 $17,999												
2.5 $18,000 $23,999												
2.6 $24,000 $29,999												
2.7 $30,000 and Above												
3. Independent												
4. TOTAL												

CCHE-XI-3
1984

COLORADO COMMISSION ON HIGHER EDUCATION
1300 Broadway Street
Denver, Colorado 80203

INSTITUTIONAL FISCAL OPERATIONS REPORT
for State-funded Student Assistance

For the Period

July 1, 1983 - June 30, 1984

Name and Address of Institution:

PART II: LOAN-MATCHING PROGRAMS

		Program:	NDSL (a)	Nursing/Health Professions (b)
1.	Cash on Hand at beginning of reporting period		$ (+)	$ (+)
2.	Federal Capital Contribution		(+)	(+)
3.	State-funded match, original allocation		(+)	(+)
4.	Adjustments to State-funded match	4.1 Supplemental allocation	(+)	(+)
		4.2 Release of funds prior to May 1	(-)	(-)
		4.3 Allocated but not drawn	(-)	(-)
5.	Total Collections deposited in the fund during reporting period		(+)	(+)
6.	Other deposits		(+)	(+)
7.	Loans made to students during reporting period		(-)	(-)
8.	Number of students to whom loans were made during reporting period			
9.	Administrative Expense Allowance drawn from the fund during reporting period		(-)	(-)
10.	Other expenses		(-)	(-)
11.	Cash on Hand at close of reporting period		$	$

CCHE-XI-3
1984

COLORADO COMMISSION ON HIGHER EDUCATION
1330 Broadway Street
Denver, Colorado 80203

INSTITUTIONAL FISCAL OPERATIONS REPORT
for State-funded Student Assistance

For the Period

July 1, 1983 - June 30, 1984

Name and Address of Institution:

PART III: UNDERGRADUATE GRANT/MERIT PROGRAMS

	Program:	CSIG (a)	CSG (b)	Colorado Scholars (c)	Athletic (e)	Outreach Grants (f)
1. Original Allocations	$					
2. Allocation Adjustments	2.1 Supplemental Allocations	(+)	(+)	(+)	(+)	
	2.2 Funds released on or before May 1, or restricted by CCHE	(-)	(-)	(-)	(-)	
3. Expenditure Adjustments	3.1 To other programs	N/A	(-)	(-)	(-)	
	3.2 From other programs	N/A	(+)	(+)	(+)	
4. Amounts available (sum of lines 1 through 3)		(=)	(=)	(=)	(=)	
5. Amounts spent for awards to students						
6. Number of recipients						
7. Unexpended Funds (line 4 minus 5)						
8. Percent of amounts available which were expended to students (line 5 divided by line 4 multiplied by 100)		%	%	%	%	

CCHE-XI-3
1984

COL[illegible]DO COMMISSION ON HIGHER EDUCATION
130[illegible]roadway Street
Denver, Colorado 80203

INSTITUTIONAL FISCAL OPERATIONS REPORT
for State-funded Student Assistanc[illegible]

for the Period

July 1, 1983 - June 30, 1984

Name and Address of Institution:

PART IV: GRADUATE PROGRAMS

		(a)	(b)
	Program:	Colorado Graduate Grant	Colorado Fellowship
1. Original Allocations		$	$
2. Allocation Adjustments	2.1 Supplemental Allocations	(+)	(+)
	2.2 Funds released on or before May 1, or restricted by CCHE	(-)	(-)
3. Expenditure Adjustments	3.1 To other programs	(-)	(-)
	3.2 From other programs	(+)	(+)
4. Amounts Available (sum of lines 1 through 3)		(=)	(=)
5. Amounts spent for awards to students			
6. Number of recipients			
7. Unexpended Funds (line 4 minus line 5)			
8. Percent of amounts available expended to students (line 5 divided by line 4 multiplied by 100)		%	%

CCHE-XI-3

COLORADO COMMISSION ON HIGHER EDUCATION
1300 Broadway Street
Denver, Colorado 80203

INSTITUTIONAL FISCAL OPERATIONS REPORT
for State-funded Student Assistance

Name and Address of Institution:

July 1, 1983 - June 30, 1984

PART V: COLORADO WORK-STUDY PROGRAM

1.	Original Allocation		$
2.	Allocations Adjustments	2.1 Supplemental Allocation	(+)
		2.2 Funds released on or before May 1	(-)
3.	Expenditure Adjustments	3.1 To other programs	(-)
		3.2 From other programs	(+)
4.	20% match provided from non-Colorado Work-Study sources such as off-campus employer share		(+)
5.	Amount Available (sum of lines 1 through 4)		(=)
6.	Amount spent from Colorado Work-Study funds as match for Federal College Work-Study Program (may not exceed 10% of required match for Federal CWSP)		$

7. Amounts earned by students employed under Colorado Work-Study Program — Earnings Type:

7.1 Need-based #Recip. (a)	7.1 Need-based $Amount (b)	7.2 No-Need #Recip. (a)	7.2 No-Need $Amount (b)	7.3 TOTAL $ AMOUNT
				(+)

8. Total Expenditures (sum of lines 6 and 7) (=)

9. Total Expenditures from Colo. W/S (line 8 minus line 4)

10. Percent of Amount Available which was expended (line 8 divided by line 5 X 100) %

11. On-Campus/Off-Campus Distribution of Amounts Earned by Students Employed under the Colorado Work-Study Program

Amount earned on-campus $ (plus) Amount earned off-campus: $ (equals) Total earned: (Must equal 7.3) $

CCHE-XI-3
1984

COLORADO COMMISSION ON HIGHER EDUCATION
1300 Broadway Street
Denver, Colorado 80203

INSTITUTIONAL FISCAL OPERATIONS REPORT
for State-funded Student Assistance

For the Period

July 1, 1983 - June 30, 1984

Name and Address of Institution:

PART VI: CERTIFICATION

WE CERTIFY that the information contained in this report is true and accurate to the best of our knowledge, and that it is consistent with the funds drawn by our fiscal office. We understand that these figures are subject to audit by the State of Colorado.

Signature of Director of Student Financial Aid		Signature of Chief Fiscal Officer	
Typed Name of Director	Date Signed	Typed Name of Chief Fiscal Officer	Date Signed
Telephone	Extension	Telephone	Extension

CCHE-XI-3
1984

1983-84
COLORADO COMMISSION ON HIGHER EDUCATION
STUDENT AID ROSTER
INSTRUCTIONS

1. The roster is the basis for compilation of statistics about student need which are not collected on the State Fiscal Operations Report.

2. The roster is one of the bases for requests for future year funding for student assistance.

3. The roster is a major basis for allocation of funds among institutions.

4. The roster is a tool to be used in program review.

WHO SHOULD BE INCLUDED ON THE ROSTER?

A. ANY STUDENT WHO, FOR SUMMER TERM, 1983, FALL TERM, 1983, WINTER TERM, 1984 OR SPRING TERM, 1984: (1) SUBMITTED A COMPLETE APPLICATION FOR NEED-BASED STUDENT AID ADMINISTERED BY THE INSTITUTION AND (2) WAS ACCEPTED FOR ENROLLMENT FOR ONE OR MORE OF THE SPECIFIED PERIODS, WHETHER OR NOT THEY ACTUALLY ENROLLED.

Students who should **not** be included are:

(1) Those whose applications were incomplete, whether or not they actually enrolled.

(2) Those who were not admitted to the institution, whether or not their applications were complete.

(3) Those who applied **only** for merit scholarships, athletic grants, no-need work-study, insured student loans, or other special programs for which selection of recipients is not controlled by the financial aid office.

Note that students who applied for and received only institutional employment should be included if, and only if, (1) the employment was awarded by the financial aid office and (2) the award was need-based.

For purposes of the roster a complete application is one which contains sufficient information to evaluate need using uniform methodology and which has been reviewed for accuracy, completeness, and reasonableness, with information which the institution has reason to believe may be questionable having been documented, and significant discrepancies between application information and requested documentation having been resolved.

HOW MAY DATA BE SUBMITTED:

Institutions whose rosters contain fewer than 100 students may submit data on stat sheets, computer cards, or computer tape. Institutions whose rosters contain 100 students or more must use computer cards or computer tape. (CCHE cannot punch computer cards) Directions for preparation of cards and tapes are included in this section. Tapes must be submitted according to the specifications and must be properly identified.

1983-84
Definition of Terms

INSTITUTION ID NUMBER	an institution identification number, stored as a four character numeric literal. A table of institution names and codes is listed in this Chapter.
SOCIAL SECURITY NUMBER	a student's social security number, stored as a nine character numeric literal. Hyphens are omitted. Thus; 072-94-6196 is stored as 072946196. DO NOT LEAVE BLANK. If Social Security number is unknown, create a number by starting with the last three digits of your institution number, and filling the balance of the spaces with a number which is unique for each student. For instance the University of Colorado at Boulder might create numbers 210-00-0001 and 210-00-0002, etc.
STUDENT ID	The last name or any set of numbers or letters, which, in combination with the social security number will enable the financial aid office to identify the student.
LEVEL OF STUDY	report whether the student was enrolled, or expected to enroll, as an undergraduate, graduate, professional, or secondary student. See Chapter Two of this Handbook for definitions. CODE undergraduate "U", CODE graduate and professional "G", CODE secondary "S".
TUITION STATUS	a student's status for tuition purposes at state-supported institutions according to the provisions of Chapter 23, Article 1-112, C.R.S. '73 as amended. In-state, CODED "I" indicates eligibility for in-state tuition. Out-of-state, CODED "O", indicates out-of-state tuition status.
REGISTRATION STATUS	indicates whether the student registered for any academic term within the roster period. **Registered** is CODED "R", not-registered is CODED "N".
ENROLLMENT STATUS	indicates whether the student was expected at the time of the award to enroll as a full-time student CODED "F", a half-time student (6 hours minimum) CODED "H", or less than half-time, CODED "L". Students awarded aid based on different levels of enrollment within the same year should be coded at the **highest** level at which they were enrolled.
LEGAL STATUS	indicates whether the student is independent or dependent according to §203 and §204 of the Handbook. CODE "I" for independent; code "D" for dependent.

ENROLLMENT DURATION indicates the number of months of enrollment between the start of summer term, 1983 and the end of spring term 1984. Count any month in which the student was enrolled and classes were in session for 10 or more days as a whole month.

This item must be coded as a two-digit numeric literal, from "01" to "12".

For students who never enrolled, indicate the number of months for which you anticipated the student would be enrolled at the time you made awards.

For students who enrolled, indicate the number of months of actual enrollment.

BUDGET SIZE indicates the number of people who were expected to live on the budget established for the student at the time you made awards. If the budget is for a single student only, budget size is 1. If the budget is for a student and spouse or student and child, budget size is 2, etc.

If the student never enrolled, use the budget size used in making the original award.

BUDGET AMOUNT indicates the actual budget amount used in determining need for this student for the period summer 1983 through spring 1984 at the time you made awards. Include any special costs you allowed. This amount must correlate to the budget size and to enrollment duration reported above.

RESOURCES indicates the funds available to the student **as evaluated by uniform methodology.** [Do not put an extra box here. If resources exceed 4 digits, report as 9999].

Resources usually included in the Uniform Methodology, such as:

- Parents' Contribution*
- Summer savings
- Term earnings (not work-study and only if known with certainty)
- Portion of student's permanent savings
- VA Benefits or G.I. Bill
- Social Security Benefits
- Rehabilitation Benefits
- Welfare or other non-taxable income

REPORT PERIOD 1983-84 Coded 4

GUARANTEED STUDENT LOAN/PLUS dollar amount of student loans guaranteed by any state agency or by the federal government received for this report period.

* As determined by the Uniform Methodology even though a portion of the contribution was "replaced" by a guaranteed student loan.

1983-84
COLORADO COMMISSION ON HIGHER EDUCATION
STUDENT ROSTER

INSTITUTION ID NUMBER

SOCIAL SECURITY NUMBER

STUDENT ID NUMBER

LEVEL OF STUDY (U,G, S)

TUITION STATUS (I,O)

REGISTRATION STATUS (R,N)

ENROLLMENT STATUS (F,H,L)

LEGAL STATUS (I,D)

ENROLLMENT DURATION (01...12)

BUDGET SIZE

BUDGET AMOUNT

RESOURCES

REPORT PERIOD 4

GUARANTEED STUDENT LOAN/
PLUS

Card Layout For Student Roster, 1983-84

CARD FORM: STANDARD
COLOR: ANY
CORNER CUT: LEFT

SOURCE DOCUMENT: FINANCIAL AID REPORT DATA SHEETS

INSTRUCTIONS: PUNCH ONE CARD FOR EACH DATA SHEET.

FIELD		COLUMNS	CHARACTER MODE	REMARKS
1.	Institution Number	1- 4	N	Same for one institution
2.	Social Security Number	5-13	N	Do Not punch hyphens
3.	Student I.D.	14-19	A	Anything
4.	Level of Study	20	A	May be U,G,P,S
5.	Tuition Status	21	A	May be I,O
6.	Registration Status	22	A	May be R,N
7.	Enrollment Status	23	A	May be F,H,L
8.	Legal Status	24	A	May be I or D
9.	Enrollment Duration	25-26	N	May be 01-12
10.	Budget Size	27	N	May be 1-9
11.	Budget Amount	28-32	N	Right justify and zero fill
12.	Resources	33-36	N	Right justify and zero fill
13.	Report Period	37	N	Always 4
14.	GSL/PLUS	32-41	N	Always Numeric
15.	Filler	42-80	N	Always Blank

Tape Layout For Student Roster, 1983-84

Logical Record Length - 80
Block Size - 1600

SOURCE DOCUMENT: FINANCIAL AID REPORT DATA SHEETS

FIELD		COLUMNS	CHARACTER MODE	REMARKS
1.	Institution Number	1- 4	N	Same for one institution
2.	Social Security Number	5-13	N	Do Not punch hyphens
3.	Student I.D.	14-19	A	Anything
4.	Level of Study	20	A	May be U,G,P,S
5.	Tuition Status	21	A	May be I,O
6.	Registration Status	22	A	May be R,N
7.	Enrollment Status	23	A	May be F,H,L
8.	Legal Status	24	A	May be I,D
9.	Enrollment Duration	25-26	N	May be 01-12
10.	Budget Size	27	N	May be 1-9
11.	Budget Amount	28-32	N	Right justify and zero fill
12.	Resources	33-36	N	Right justify and zero fill
13.	Report Period	37	N	Always 4
14.	GSL/PLUS	38-41	N	Right justify and zero fill
15.	Filler	42-80	A	Always blank

146

Validation of Student Roster

Instructions

The purpose of the roster validation is to ensure that schools have submitted accurate and consistent information. For the sample of students selected, the school must report more detailed information than was reported on the original roster. The validation information is expected to be taken directly from a student's files.

SOCIAL SECURITY NO.	-	CCHE will complete;
STUDENT ID	-	will be provided for validation sample as was provided for the student roster.
TUITION STATUS	-	report the students' tuition classification. "I" for Colorado resident; "O" for non-resident.
REGISTRATION STATUS	-	report whether or not the student actually enrolled during 1983-84. "R" for registered students; "N" for students who never enrolled.
ENROLLMENT DURATION	-	indicate the actual number of months enrolled during 1983-84, or the number months' enrollment anticipated at the time the award was made.
BUDGET SIZE	-	the number of persons expected to live on the budget established for the student. Ex.: for a single, dependent student budget size is usually "1"; for a student and spouse budget size is "2."
BUDGET AMOUNT	-	report the actual budget amount used to determine need for Summer, 1983, through Spring, 1984. (Private vocational/proprietary schools with non-traditional terms, include costs for enrollment periods between 7/1/83 through 6/30/84)
UNIFORM METHODOLOGY RESOURCES	-	report the total family contribution used to determine the student's financial need.
FINANCIAL AID AWARD	-	provide, by program, the amount of student aid offered the aid applicant.
GSL/PLUS	-	the amount of student loans guaranteed by any state agency or by the federal government received for this report period.
PELL INDEX	-	report the student's 1983-84 Student Aid Index for the Pell Grant.
PELL AWARD	-	report the dollar amount of the student's 1983-84 Pell Grant award.

Institution ______________________________ Code __________ Name of Person Completing this form ______________________________

Validation of 1983-84 Student Aid Roster

Social Security #	Student ID	Tuition Status	Registration Status	Enrollment Duration	Budget Size	Budget Amount	Resources/ Special Awards (See 1983-84 Roster Instructions)		Financial Aid Awards	
									Program	Amount
							Parent/Student Contribution	$		$
							OTHER	$		$
						$	Total Family Contribution	$		$
		Pell Index		Pell Award	$		GSL	$		$
							Parent/Student Contribution	$		$
							OTHER	$		$
						$	Total Family Contribution	$		$
		Pell Index		Pell Award	$		GSL	$		$
							Parent/Student Contribution	$		$
							OTHER	$		$
						$	Total Family Contribution	$		$
		Pell Index		Pell Award	$		GSL	$		$
							Parent/Student Contribution	$		$
							OTHER	$		$
						$	Total Family Contribution	$		$
		Pell Index		Pell Award	$		GSL	$		$
							Parent/Student Contribution	$		$
							OTHER	$		$
						$	Total Family Contribution	$		$
		Pell Index		Pell Award	$		GSL	$		$

CCHE-XI-4
1984

CHAPTER TWELVE: **FINANCIAL AID MANAGEMENT ASSISTANCE**

Assistance Visits and Program Reviews

General Description

The Colorado Commission on Higher Education conducts periodic program assistance visits and program reviews at institutions that participate in any of the state-supported student financial assistance programs.

A. Assistance Visits

The purpose of an assistance visit is to provide an institution the opportunity for assistance in the form of staff training or the review of policies and procedures for administering the state programs as contained in the Colorado Handbook for State-Funded Student Assistance Programs. A visit may be requested by an institution or may be initiated by CCHE staff. New financial aid directors are encouraged to request an assistance visit from CCHE as soon as possible after assuming the position.

B. Program Reviews

The Commission conducts periodic program reviews at institutions to evaluate the general operation of an institution's financial aid office and to review the institution's administration of state-funded student financial aid. Some objectives of a program review are to:

- Provide staff training to reduce any misunderstanding of policy and procedures that might lead to errors.
- Review the adequacy of file maintenance and the recordkeeping system.
- Test the reliability of institutional data related to allocation requests and program expenditure reports.
- Ensure compliance with policies set forth in the Colorado Handbook for State-Funded Student Assistance Programs [CHB].

A program review also serves to increase the Commission's awareness of problems, concerns, and needs at the schools that might be improved by a modification in Commission policy for student aid administration.

1. Scheduling

Program reviews are conducted at all Colorado schools that participate in state-funded financial assistance programs at least once every three years. Reviews usually last from two to five days. Effort is made to coordinate a CCHE program review with federal program reviews and with compliance reviews conducted by the Colorado Student Loan Program. A tentative schedule arranged in cooperation with an institution's financial aid director is planned months in advance of the intended visit. Approximately one month in advance of the scheduled program review, the school will be sent a letter confirming the program review. This letter will be mailed to the chief executive officer of the institution with copies to the financial aid and the business offices. In the school notification letter, the chief executive officer is requested to set aside time for an exit conference. Setting an appointed time for the concluding interview ensures that school officials are informed of the review findings at a time when most interested parties can be present.

2. On-Site Process

During an entrance interview with the financial aid director, the program review process is discussed. For use during the review, the Reviewer requests a copy of the school catalog, student consumerism information, copies of standard financial aid forms, and the educational expense budgets. The Reviewer provides the financial aid director with a list of financial aid applicants, pre-selected from the most recent Student Roster, whose files are to be reviewed. The number of student files selected for review will vary according to the size of the institution's financial aid programs. The financial aid staff will gather those files for the Reviewer. While this is being done, the Program Reviewer will familiarize him/herself with the operation of the school by completing the program review checklist (see CCHE-XII-1) with the financial aid director.

3. Exit Conference

After the review has been completed, the Reviewer will conduct an exit conference. At this meeting, school officials (chief executive officer, financial aid director, fiscal officer, and other appropriate administrative personnel) are informed of the findings of the program review. The exit conference serves a dual purpose: (1) the school receives immediate feedback on the program review and is given an opportunity to respond; and (2) if any discrepancies are discovered, the appropriate changes can be instituted before receipt of a formal report from CCHE. The findings related during the exit conference are preliminary. After the school visit, the Reviewer prepares an official report that will be sent to the chief executive officer of the institution, with a copy to the financial aid director, setting forth the findings of the review. If no discrepancies were noted during the review, no official response from the school will be requested. In the event discrepancies were noted and improper awards were made, an institution will be required to repay state funds, unless the school is able to confirm eligibility for any student(s) whose awards are in question. If a response or refund is required, the school will generally given a minimum of sixty (60) days in which to respond. Extensions may be granted on an individual basis upon verbal or written request from the school. After the response or refund is received, a final acknowledgement letter will be sent to the chief executive officer of the institution with a copy to the financial aid director.

PROGRAM REVIEW CHECKLIST

Date of Review ______________
Reviewer(s) ______________
____
____

Institution ____

Address ____

School Code Number __________

A. Type:
1. University (or graduate or professional school)
2. Other four-year
3. Two-year
4. Area Vocational-Technical School
5. One-year
6. Less than one-year Length of Program ______________

B. Control:
1. Public
2. Private, non-profit
3. Proprietary

C. Accreditation by: ____

D. Enrollment for Academic Year ______________

full-time undergraduate _____
part-time undergraduate _____
full-time graduate __________
part-time graduate __________

Number of financial aid applicants ______________
Number of financial aid recipients ______________

E. Chief executive officer of institution

Name ______________________________ Title ______________________________

F. Person who has been assigned administrative responsibility for coordination of all student assistance at the institution.

Name ______________________________ Title ______________________________

G. Financial Aid Director

% Time in Financial Aid Office

Name ______________________________ Title ______________________________ _____

H. Immediate Supervisor of Financial Aid Director

Name ______________________________ Title ______________________________

CCHE-XII-1
1984

I. Other Financial Aid Office Staff (non-student)

Name	Title	% Time in Financial Aid Office
______________________	______________________	______
______________________	______________________	______
______________________	______________________	______

J. Financial Aid Office Student Employee Positions

Job Title	Number of hours per week
______________________	______________________
______________________	______________________
______________________	______________________

K. Financial Aid Programs for which the Financial Aid Director is responsible:

______ CSIG
______ CSG
______ Colorado Scholarship
______ Athletic Grant Program
______ Colorado Graduate Grant
______ Colorado Graduate Fellowship
______ Colorado Work Study
______ Federal College Work Study
______ Institutional Scholarships
______ Student Employment Placement
______ Pell Grant
______ Supplemental Educational Opportunity Grant
______ National Direct Student Loan
______ Federal/Guaranteed Student Loan
______ Nursing/Health Professions Programs
______ Federal Veterans Administration Programs
______ Colorado Veterans Tuition Assistance Program
______ Institutional Loans

L. Other: ____

____

____

M. Person, title, and office who is responsible for the following GSL functions:

Loan Certification ______________________________

Loan Disbursement ______________________________

Loan Refunds ______________________________

Confirmation Reports and Enrollment Verification ______________

____

Federal Veterans Administration Programs ______________

____

Colorado Veterans Tuition Assistance Program ______________

____

N. Chief Fiscal Officer

Name ____________________ Title ____________________

O. Other Fiscal office staff involved in the administation of financial aid:

Name	Title	F.A. Responsibility	% FA Time

P. Person and title responsible for Job Placement:

Name ____________________ Title ____________________

Q. Eligibility Documents:

Federal __________ State __________ Colorado GSL __________

R. Regulations Available:

Federal __________ State __________ Colorado GSL __________

POLICIES

1. Institution's written Policy and Procedures Manual [CHB §102, p. 1]

   Available: Yes ____ No ____ Number of copies? ____________________

   Where are the copies located? ____

   ____

   Comments: ____

   ____

2. Satisfactory Academic Progress [CHB §303(A)1, p. 16]

   (a) What are the institutional standards for satisfactory progress? (enclose copy of policy)

   (b) Are they consistently applied to all recipients of state, federal, and Guaranteed Student Loan programs?

   (c) Grade Point Required:

   (d) Number of hours that must be completed each term:

   (e) Penalties for failure to achieve standards:

   (f) Process for reestablishment of eligibility:

   (g) Appeal procedures [CHB §306, p. 17]:

   (h) Who is responsible for monitoring students' progress?

   (i) When and how is this accomplished?

   (j) Have there been any exceptions to the satisfactory academic progress? Have there been any students suspended for aid eligibility because of lack of academic progress for the last term?

3. Financial Aid Committee. [CHB §305, p. 17]

   (a) Is there a Financial Aid Committee? Yes ________ No ________

(b) Name the members and their titles:

____

____

____

(c) How are they selected and for how long?

(d) What are the Committee's duties and authority?

(e) How often does it meet?

4. Student Consumer Information [CHB §307, p. 17; Code of Federal Regulations, Title 34, Part 668 (Subpart C)]

(a) Does the institution make consumer information available to the students?
Yes ____________ No ____________

(enclose copy of information)

(b) List the location and method for distributing information, person(s) responsible, and how and where such person(s) can be contacted, for each of the following requirements:

(i) description of all aid programs

(ii) procedures and forms for applying for aid

(iii) student eligibility requirements

(iv) criteria for selecting recipients from the group of eligible applicants

(v) criteria for determining the amount of student's award

(vi) statement of student rights and responsibilities including:

criteria for continued eligibility for each program;

criteria for determining student is in good standing and maintaining satisfactory progress and how the student might reestablish eligibility if it is lost

aid payment procedures

terms of any loan and sample repayment schedule

general conditions and terms applicable to any employment.

(c) The cost of attending the institution including tuition, fees, books and supplies, estimates of room and board, and transportation for on-campus and off-campus, or at-home residents.

(d) The refund policy of the institution for the return of unused tuition and fees or the other costs described in (c).

(e) Academic programs including current degree programs and other education and training programs; instructional, laboratory, and other physical facilities; and the faculty and other instructional personnel.

(f) Data regarding student retention.

(g) Number and percentage of students completing each program if data is available.

5. Refund Policy (enclose copy of refund policy) (CHB §303(A)2, p. 16)

   (a) How are refunds of tuition, fees, etc., returned to student aid accounts (if tuition, fees, etc., were paid by student aid).

   (b) What proportions are returned to each separate account?

   (c) Who determines whether the student owes a repayment of aid funds that will not be used for educational purposes because of withdrawal?

   (d) What is the calculation procedure for the amount of the repayment and the proportions to be restored to each separate aid account?

   (e) What is the policy for distribution of refunds? Federal 168.21 (General Provisions, September 28, 1979).

6. Financial Aid Packaging Philosophy [CHB §310D, pp. 23-24].

7. Budget Construction Policy and Student Resources (enclose copy of budget) [CHB §310B, pp. 19-22].

8. Withdrawal Monitoring [CHB §308, p. 18]

   (a) What are the procedures for the financial aid office to monitor official student withdrawals from the institution?

   (b) Who is responsible?

FILE MAINTENANCE

1. Selective Service Confirmation

   (a) How is this being monitored?

2. Award Notices [CHB §310E, p. 25]

   Do the award notifications contain the following information:

   (a) Period for which aid is granted?

   (b) Assistance offered with the name of each program?

   (c) That CSIG consists of one-half federal and one-half state monies?

   (d) That the terms and conditions of the award state the student must comply with the standards of satisfactory academic progress; and,

   the student must notify the financial aid office of any changes in financial circumstances?

3. Acceptance of Award [CHB §310F, p. 25]

   Do the award notifications contain:

   (a) A mechanism by which students can accept or reject each component of the aid package?

   (b) A statement that the student has read, understands, and agrees to the award conditions?

   (c) A signed statement of educational purpose?

4. Award Revisions. [CHB §310G, p. 26]

5. Colorado Resident? [CHB §202, p. 3]

6. Eligible Citizen?

CHAPTER THIRTEEN: Current State Student Assistance Legislation
Student Financial Assistance

PART 1

GENERAL PROVISIONS

23-3.3-101. Definitions. As used in this article, unless the context otherwise requires:

(1) "Commission" means the Colorado Commission on Higher Education.

(2) "In-state student" means a student at an institution of Higher Education who **meets the criteria established by Article 7 of this title for classification as an in-state student at a state institution of higher education.**

(3) "Institution" means an educational institution operating in this state which meets all of the following:

(a) Admits as regular students persons having a certification of graduation from a school providing secondary education or comparable qualifications and persons for enrollment in courses which they reasonably may be expected to complete successfully;

(b) Is accredited by a nationally recognized accrediting agency or association and, in the case of private vocational schools, holds a regular certificate in accordance with the provisions of Title 12, Article 59, C.R.S.;

(c) (i) Provides an educational program for which it awards a bachelor's degree;

(ii) Provides not less than a two-year program which is acceptable for full credit towards such a degree; or

(iii) Provides not less than a six-month program of training to prepare students for gainful employment in a recognized occupation;

(d) Is not a pervasively sectarian institution, **pursuant to section 23-3.5-105,** or theological institution or any branch program of an institution of higher education whose principal campus and facilities are located outside this state.

(4) "State institution" means an institution supported in whole or in part by general fund moneys.

(5) "Undergraduate" refers to any program leading toward a bachelor's degree or associate degree or any nondegree program providing training for employment in a recognized occupation.

23-3.3-102. Assistance program authorized - procedure - audits.

(1) The general assembly hereby authorizes the commission to establish a program of financial assistance, to be operated during any school sessions, including summer sessions, for students attending state institutions.

(2) The commission shall determine, by guideline, the institutions eligible for participation in the program.

(3) The commission shall administer the program with the assistance of institutions according to policies and procedures established by the commission.

(4) Program disbursements shall be handled by the institution subject to audit and review.

(5) Upon commencement of participation in the program, no participating institution shall decrease the amount of its own funds spent for student aid below the amount so spent prior to participation in the program.

(6) In determining the amount allocated to each institution that is not a state institution, the commission shall consider only that portion of financial need which would have existed were the institution's tuition no greater than the highest in-state tuition rate charged by a comparable state institution.

(7) Each annual budget request submitted by the commission shall provide information on the proposed distribution of moneys among the programs developed under this article. Subsequent to final appropriation the commission shall provide to the joint budget committee an allocation proposal specifically identifying the distributions among programs for the coming year. On or before December 30 of the following year, the commission shall provide to the joint budget committee a report of expenditures in the various programs. Expenditures in any program shall not exceed the allocation for that program by more than ten percent of such allocation, and the total appropriation for all student aid programs shall not be exceeded. The commission may require such reports from state institutions as are necessary to fulfill the reporting requirements of this subsection (7) and to perform other administrative tasks.

(8) The state auditor or his designee shall audit, in accordance with federal and commission guidelines, the program at any participating institution biannually to review residency determinations, need analyses, awards, payment procedures, and such other practices as may be necessary to ensure that the program is being properly administered, but such audit shall be limited to the administration of the program at such participating institution. The state auditor may accept an audit of the program from an institution not supported in whole or in part by the general fund from the institution's independent auditor. The cost of conducting audits of the program at an institution not supported in whole or in part by the general fund shall be borne by the institution.

PART 2

TUITION ASSISTANCE

23-3.3-201. Definitions. As used in this part 2, unless the context otherwise requires:

(1) "Dependent" means:

(a) Any natural child born or conceived before the period of time either of said child's parents served as a prisoner of war, was declared a person missing in action, served on state active duty or authorized training duty as a Colorado national guardsman, or was permanently disabled or killed while acting to preserve the public peace, health, and safety in the capacity of police officer, sheriff, or other law enforcement officer or fireman;

(b) Any child lawfully adopted, or for which formal adoption procedures were commenced, prior to the time either of said child's adoptive parents served as a prisoner of war, was declared a person missing in action, served on state active duty or authorized training duty as a Colorado national guardsman, or was permanently disabled or killed while acting to preserve the public peace, health, and safety in the capacity of police officer, sheriff, or other law enforcement officer or fireman; or

(c) Any child in the legal custody of or for which proceedings for custody were initiated by either of said child's parents prior to the time such parent served as a prisoner of war, was declared missing in action, served on state active duty or authorized training duty as a Colorado national guardsman, or was permanently disabled or killed while acting to preserve the public peace, health, and safety in the capacity of police officer, sheriff, or other law enforcement officer or fireman.

23-3.3-202. Program funding. Out of any moneys provided for the financial assistance program authorized by section 23-3.3-102, the commission shall first provide tuition assistance to individuals who qualify under the provisions of this part 2.

23-3.3-203. Veterans with service after August 5, 1964.

(1) As used in this section, unless the context otherwise requires:

(a) "Full-time student" means a student enrolled for ten or more credits or, in eligible courses for which academic credit is not assigned, an equivalent, as defined by the commission, in a term of ten or more weeks.

(b) "Part-time student" means a student enrolled for fewer than ten credits or, in eligible courses for which academic credit is not assigned, an equivalent, as defined by the commission, in a term of ten or more weeks or a student enrolled in any eligible program, the duration of which is less than ten weeks.

(c) "Weighted average in-state tuition" means:

(I) In the case of a full-time student, an amount of money based on full-time enrollment during an academic year of three quarters or two semesters and computed as follows: For the prior fiscal year, multiply the number of in-state students at each state institution, except institutions under the jurisdiction of the state board for community colleges and occupational education, by the in-state tuition rate at that institution; add the products of such calculations to arrive at a total amount; and divide this amount by the total number of in-state students at the institutions used in the calculation;

(II) In the case of a part-time student, an amount of money based on part-time enrollment and computed as follows: Prorate the weighted average in-state tuition for a full-time student to a per credit basis; this amount is payable for each credit or its equivalent, in eligible courses for which credit is not assigned, for which the student enrolls.

(2) Within guidelines to be established by the commission, any full-time or part-time student who is a veteran with service from August 5, 1964, who is an in-state student, who served on active duty for any period between August 5, 1964, through May 12, 1975, who was discharged or released from active duty, who was or is eligible for federal educational benefits under chapter 34 of title 38, United States Code, and who was a resident of this state as established by the documented home of record at the time of entry into the service may be granted tuition assistance from institutions of fifty percent of the weighted average in-state tuition.

(3) As used in this section, the term "active duty" does not include any period during which the veteran:

(a) Was a student assigned by the armed forces or any other branch of service engaged in the national defense to a civilian institution;

(b) Served as a cadet or midshipman at one of the service academies;

(c) Served under the provisions of section 511 (d) of title 10, United States Code, pursuant to an enlistment in the army national guard or the air national guard or as a reserve for service in any army reserve, navy reserve, air force reserve, marine corps reserve, or coast guard reserve.

(4) No tuition assistance provided pursuant to this section shall be afforded an otherwise eligible veteran for any term or course commencing more than eight years after the conclusion of the initial term of the veteran's induction or enlistment or on or after August 5, 1981, whichever is later. Each eligible veteran shall be entitled to tuition assistance for eleven quarter credit hours or its equivalent as defined by the commission, for each month or fraction thereof of continuous active duty between August 5, 1964, and May 12, 1975, to a maximum eligibility of one hundred ninety-eight quarter credit hours or one hundred thirty-two semester credit hours. Unless otherwise provided by law, if the appropriation appears at any time during the fiscal year to be insufficient to provide

the tuition assistance for all veterans as authorized in this section, the tuition assistance shall be prorated by the commission in the remaining fiscal period for all eligible veterans.

23-3.3-204. Dependents of prisoners of war and military personnel missing in action. (1) As used in this section, unless the context otherwise requires, "prisoner of war" or "person missing in action" means any person who was a resident of the State of Colorado at the time such person entered the United States armed forces, has been declared to be a prisoner of war of a person missing in action, as established by the secretary of defense of the United States.

(2) Any dependent of a prisoner of war or a person missing in action, upon being accepted for enrollment into any institution, shall be permitted to pursue studies leading toward a bachelor's degree or a certificate of completion, free of tuition, for so long as said dependent achieves and maintains standards as set by the institution for its students generally, but said benefits shall not be extended beyond twelve academic quarters or eight academic semesters, as the case may be. **Such dependents pursuing studies at an institution that is not a state institution shall be eligible for assistance not to exceed the average cost of undergraduate instruction calculated for a full-time equivalent student at a comparable state institution for the previous year.** The institution or the commission shall provide tuition assistance to such qualified students from appropriated student financial assistance funds.

(3) Any person qualifying as a dependent under this section shall not be deprived of the benefits provided by this section because of the return of a parent or the reported death of a parent.

(4) Benefits under this section shall be allowed only to those qualified dependents who are not eligible for educational benefits provided by the federal government.

23-3.3-205. Dependents of deceased or permanently disabled national guardsman, law enforcement officer, or fireman. (1) Any dependent of a person who died or was permanently disabled while on state active duty or authorized training duty as a Colorado national guardsman or any dependent of any person who has been permanently disabled or killed while acting to preserve the public peace, health, and safety in the capacity of police officer, sheriff, or other law enforcement officer or fireman, upon being accepted for enrollment into any institution, shall be permitted to pursue studies leading toward a bachelor's degree or a certificate of completion, free of tuition, for so long as said dependent achieves and maintains standards as set by the institution for its students generally, but said benefits shall not be extended beyond twelve academic quarters or eight academic semesters, as the case may be. **Such dependents pursuing studies at an institution that is not a state institution shall be eligible for assistance not to exceed the average cost of undergraduate instruction calculated for a full-time equivalent student at a comparable state institution for the previous year.** The institutions or the commission shall provide tuition assistance to such qualified students from appropriated student financial assistance funds.

(2) Benefits under this section shall be allowed only to those qualified dependents who are not eligible for educational benefits provided by the federal government, and those qualified dependents whose eligibility for

benefits under this section is determined pursuant to paragraph (b) of subsection (3) of this section must also be determined by the commission to be in need of financial assistance.

(3) (a) An individual who was permanently disabled while on state active duty or authorized training duty as a Colorado national guardsman is permanently disabled for the purpose of determining eligibility of dependents to qualify for educational benefits if such individual is ineligible for retention as a member of the national guard and is unable to engage in any substantial full-time gainful activity by reason of medically determinable physical or mental impairment which can be expected to result in death, or which has laster for a continuous period of not less than twelve months and exists at the time the dependent seeks entry into an institution.

(b) An individual who has been permanently disabled while acting to preserve the public peace, health, and safety in the capacity of police officer, sheriff, or other law enforcement officer or fireman is permanently disabled for the purpose of determining eligibility of dependents to qualify for educational benefits if such individual is, as a result of the disability, unable to perform in the position to which he was regularly assigned at the time he became disabled.

PART 3

STUDENT LOAN MATCHING

23-3.3-301. Student loan matching program - funding. Out of any moneys provided for the financial assistance program authorized by section 23-3.3-102 and remaining after meeting the requirements of part 2 of this article, the commission shall provide the matching funds required for federal allocations to institutions for student loan programs.

PART 4

WORK-STUDY PROGRAM

23-3.3-401. Work-study program established - requirements.

(1) The commission shall use a portion of any moneys remaining after meeting the requirements of parts 2 and 3 of this article to provide a work-study program of employment of qualifying students in good standing with the institution in which they are enrolled in positions which are directly under the control of the institution in which the student is enrolled or in positions with non-profit organizations or governmental agencies with which the institution may execute student employment contracts.

(2) Any in-state student who is enrolled or accepted for enrollment at an institution as an undergraduate may qualify for participation in the work-study program established pursuant to this section.

(3) Funds appropriated to the commission may also be used by the commission in conjunction with and to supplement funds for current job opportunities or to supplement or match funds made available through any other

public or private program for financial assistance. A sum not to exceed thirty percent of the funds allocated by the commission for the work-study program may be used to provide funding on a basis other than financial need. A sum of not less than seventy percent of such money shall be used for students demonstrating financial need.

PART 5

SCHOLARSHIP AND GRANT PROGRAM

23-3.3-501. Scholarship and grant program - funding. The commission shall use a portion of any moneys remaining after meeting the requirements of parts 2 and 3 of this article to provide other programs of financial assistance based upon financial need, merit, talent, or other criteria established by the commission for students enrolled at institutions.

PART 6

UNDERGRADUATE FELLOWSHIP PROGRAM

23-3.3-601. Undergraduate fellowship program. (1) The commission is directed to establish an undergraduate fellowship program. The commission shall identify those circumstances under which the waiving of the nonresident differential in tuition rates, on a reciprocal basis with other states, would enhance the educational experience for Colorado residents enrolled in state institutions. In relation thereto, the commission shall:

(a) Consult with the governing bodies and departments of state institutions in order to identify those classes and numbers of Colorado residents enrolled in said institutions whose educational experience would be enhanced by participation in said program; and

(b) Negotiate with the appropriate representatives of other states, with the objective of establishing reciprocal agreements for waiving the nonresidential tuition differential for Colorado residents enrolled in state institutions who wish to enroll in other states' institutions of higher education in exchange for the waiver of the nonresidential tuition differential for residents of said other states wishing to enroll in state institutions.

(2) For any year of said program, reciprocal exchanges shall be allowed for one academic year only and not to exceed more than fifty Colorado residents enrolled and having completed their first academic year of study at state institutions.

(3) No student may be a recipient or participant in the undergraduate fellowship program for more than one year.

(4) Residents of other states attending state institutions pursuant to said fellowship program shall not be counted as nonresident students.

(5) As used in this part 6, "Colorado resident" means a person who is classified, for tuition purposes, as an in-state student.

COLORADO STUDENT INCENTIVE GRANT PROGRAM

23-3.5-102. Definitions. As used in this article, unless the context otherwise requires.

(1) "Commission" means the Colorado commission on higher education.

(2) "In-state student" means an undergraduate student at an institution of higher education who meets the criteria established by article 7 of this title for classification as an in-state student at a state institution of higher education.

(3) (a) "Institution of higher education" means an educational institution operating in this state which:

(i) Admits as regular students only persons having a certification of graduation from a school providing secondary education or the recognized equivalent of such a certificate;

(ii) Is accredited by a nationally recognized accrediting agency or association and, in the case of private vocational schools, holds a regular certificate from the state board for community colleges and occupational education or is regulated or approved pursuant to any other statute;

(iii) (a) Provides an educational program for which it awards a bachelor's degree; or

(b) Provides not less than a two-year program which is acceptable for full credit towards such a degree; or

(c) Provides not less than a one-year program of training to prepare students for gainful employment in a recognized occupation; or

(d) Is a private vocational school providing not less than a six-month program of training to prepare students for gainful employment in a recognized occupation.

(b) The term "institution of higher education" does not include any pervasively sectarian or theological institution or any branch program of an institution of higher education whose principal campus and facilities are located outside this state.

(4) "Nonpublic institution" means an educational institution which receives no support from general fund moneys in support of its operating costs.

23-3.5-103. Grant program authorized - administration. (1) The general assembly hereby authorizes the commission to establish a grant program for in-state students having financial need, to be administered in accordance with federal law and regulations and guidelines established by the commission.

(2) The commission shall determine, by guideline, the institutions of higher education eligible for participation in the grant program, and each eligible institution of higher education shall recommend in-state students to the commission for receipt of a grant.

(3) Grant program disbursements shall be handled by the institution of higher education, subject to audit and review as provided in section 23-3.5-104.

(4) Upon commencement of participation in the grant program, no participating institution of higher education shall decrease the amount of its own funds spent for student aid below the amount so spent prior to participation in the grant program.

(5) In determining the amount of a grant, the commission shall consider only that portion of an in-state student's financial need which would have existed were the nonpublic institution's tuition no greater than the highest in-state tuition rate charged by a comparable state institution of higher education.

23-3.5-104. Audit and review. The state auditor shall audit, in accordance with federal and commission guidelines, the grant program at any participating institution of higher education biannually to review residency determinations, needs analyses, awards, payment procedures, and such other practices as may be necessary to ensure that the grant program is being properly administered, but such audit shall be limited to the administration of the grant program at the participating institution of higher education.

23-3.5-105. Determination of eligibility. (1) An institution of higher education shall be deemed not to be pervasively sectarian if it meets the following criteria:

(a) The faculty and students are not exclusively of one religious persuasion;

(b) There is no required attendance at religious convocations or services;

(c) There is a strong commitment to principles of academic freedom;

(d) There are no required courses in religion or theology that tend to indoctrinate or proselytize;

(e) The governing board does not reflect nor is the membership limited to persons of any particular religion;

(f) Funds do not come primarily or predominantly from sources advocating a particular religion.

23-3.5-106. Determination of invalidity. A final judicial determination that this article is invalid as applied to any individual institution of higher education or student shall not operate to terminate any grant provided pursuant to this article to [illegible] other institution of higher education or student.

CHAPTER FOURTEEN

VETERANS TUITION ASSISTANCE PROGRAM GUIDELINES

PREFACE

During the 1974 General Assembly, enabling legislation (SB 39) was passed creating a Vietnam-Era Veterans Tuition Assistance Program in Colorado. The Legislature assigned the administrative functions of the program to the Colorado Commission on Higher Education. An appropriation of $1,347,378 was made to implement the Act.

Those students who are eligible for the tuition assistance are those who are veterans of the military services, who are currently Colorado residents and were Colorado residents prior to entry into active military service. Student veterans who apply for the tuition assistance and are determined to be eligible, may receive up to an amount equivalent to 50% of the "weighted average resident tuition." Both full and part-time students will be eligible for assistance. Veterans will accrue eligibility for assistance at a rate of 11 quarter credit hours or its equivalent (7.33 semester) for each month of active duty between August 5, 1964 and August 5, 1973. (amended to May 12, 1975)

To receive this assistance, veterans must be attending a "state supported institution of post-secondary education" within the state. This term includes any and all institutions subject to control by the Regents of the University of Colorado, State Board of Agriculture, State Board for Community Colleges and Occupational Education, including local district junior colleges and named area vocational schools, Trustees of the State Colleges in Colorado, Trustees of the Colorado School of Mines, and Trustees of the University of Northern Colorado. The area vocational schools are those which are identified by Subsection 3, Section 2, Article 26 of Chapter 124, C.R.S. 1963, as amended; and only their postsecondary level offerings are eligible for enrollment by recipients.

The maintenance of records will be the responsibility of the institution. Institutions will be responsible for establishing the entitlement period, eligibility of the individual, certification of hours enrolled by the individual and the maintenance of current records on a permanent basis. The Commission on Higher Education will request from the institution enrollment information on a per individual basis in order to maintain accountability and auditing records.

These guidelines are written in a method depicting major sections on General Administrative Policies; Student Eligibility; Responsibilities of the Individual Applicant; Institutional Responsibilities; Responsibilities of the Colorado Commission on Higher Education (CCHE); Eligible Courses for Enrollment; Allocation of Funds and a Glossary of Terms for uniform interpretations of the guidelines. Appendices attached include suggested procedures to be used by the institution in completion of Institutional Use Only column of the application, and Procedures for Calculation of Entitlement. Furtner procedural guidelines, if any, will be submitted to the institutions using the appendix method. The correct application form to use in conjunction with the Veterans Tuition Assistance Program is "Application and

Certification for Colorado Veterans Tuition Assistance Program, CCHE #137, JRA, 8/74.1100."

GLOSSARY OF TERMS

For purposes of Administering the Veterans Tuition Assistance Program, the following definitions are provided:

1. ENROLLED STUDENT: that student who is maintained on the institution's attendance roster for tuition purposes.

2. FULL-TIME: a veteran is considered as a full-time student on the basis of enrollment for ten or more credit hours at a state supported institution.

3. PART-TIME: a student is to be considered part-time and paid on a prorated per hour basis if he or she is enrolled for less than ten credit hours.

4. CONCURRENT REGISTRATION: shall occur when any student is enrolled simultaneously in two or more institutions in eligible academic courses.

5. TUITION ASSISTANCE: up to 50% of the "Weighted Average Resident Tuition," in the case of a:

   a. Full-time Student: an amount of money based on full-time enrollment (10 credit hours) during an academic year of three quarters or two semesters and computed as follows for the prior fiscal year,

$$50\% \text{ X } \frac{\#\text{ of resident students at 4 yr. state institutions X resident tuition}}{\#\text{ of resident students at 4 year state institutions}}$$

   b. Part-time students: Prorate the weighted average resident tuition for a full-time student to a per credit basis. This amount is payable for each credit or its equivalent.

6. CONTINUOUS ACTIVE DUTY: that period of time spent by the individual on active military duty in which no break in service occurred and the individual was not in Reserve or National Guard status, as defined in section IVD (6) of these guidelines.

7. ELIGIBILITY: shall occur only when the applicant meets all requirements for approval of certification as set forth in Section IV, Article 3 of these guidelines. This term is not synonymous with the veteran's benefits under this program.

8. ENTITLEMENT: those total credit hours for which the veteran is eligible to receive assistance. Based on the formula of 11 quarter/7.33 semester credit hours per month or fraction thereof, served on active duty status between August 5, 1964, and May 12, 1975. The term is used interchangeably with benefits.

9. CONTACT HOURS: those hours which are spent in the classroom with an approved instructor present.

10. INITIAL PERIOD OF SERVICE: That period for which the DD 214 shows no prior active duty service, or less than one year's prior active duty service in training.

VETERANS TUITION ASSISTANCE PROGRAM GUIDELINES

Purpose

The Colorado Veterans Tuition Assistance Program represents a commitment by the State of Colorado to provide assistance to qualified students who have served on active military duty during the Vietnam-Era, August 5, 1964 to May 12, 1975. The program intent is to give tuition assistance to Colorado veterans enrolled for postsecondary education in specified institutions.

I. General Administrative Policies:

1. Veterans Tuition Assistance shall apply only to those veterans who have served part of their active duty service between August 5, 1964, and May 12, 1975.
2. The maximum tuition assistance for which a veteran is eligible will be fifty percent of the "weighted average resident tuition", as determined annually pursuant to the enabling legislation.
3. Residency status shall be determined and documented by the institution in which the individual is enrolled or proposes to enroll.
4. Documented home of record shall be that listed in Block 21 of the veteran's DD Form 214.
5. Funds for the Veterans Tuition Assistance Program implementation shall be paid to the institutions. In no case shall the Colorado Commission on Higher Education make direct payment to an individual veteran.
6. There shall be no retroactive payment for an academic term during which eligibility was not established, except in those cases where the process of certification of eligibility was underway prior to the end of the term.
7. Institutions will maintain documentation and information on a permanent basis as required by the Commission for reporting and accounting needs.
8. In no case shall eligibility be granted to an individual student veteran for enrollment in a non-credit course which is purely avocational in nature and content.
9. Reimbursement to an institution shall not exceed the actual tuition charged by the institution. Refund policy: Each institution shall have established reasonable policies for the refund of tuition and fees when students withdraw before completion of the term. In the event such policy causes the tuition charged to fall below the amount claimed under the Veterans Tuition Assistance program, the excess funds shall be returned to the Colorado Commission on Higher Education.

10. A veteran's eligibility for tuition assistance is dependent upon completion of an Application and Certification of Eligibility form by the individual and certification of the applicant by the institution.

II. Student Eligibility

1. The applicant must be enrolled, or accepted for enrollment by the institution to which he or she is applying.

2. The student must be a resident of the State of Colorado for tuition purposes in accordance with Title 23, Article 7, C.R.S.

3. The student veteran must have been a resident of Colorado at the time of entry into active military service, as established by the documented home of record.

4. Active duty service must have been between August 5, 1964, and May 12, 1975. Any active duty between those dates accumulates benefits at the rate of eleven quarter credit hours or the semester equivalent (7.33) for each month or fraction thereof of continuous active duty. Any fractions of eligibility will be rounded off to the nearest whole credit.

5. The student must be (or must have been) eligible for federal educational benefits under Chapter 34 of Title 38, U.S. Code.

6. An individual veteran who meets all other eligibility requirements but has not applied for or is not currently using his or her federal benefits, must supply appropriate documentation (Certificate of Eligibility: VA Form 22-1993; "Educational Award Letter"; VA Form 21 8332A or the revised version) to establish that he or she is or was eligible for such benefits. The documentation will be maintained in the veteran's permanent record at the institution.

7. The student veteran must be discharged from active duty at the time of application. No tuition assistance shall be granted to active duty personnel.

8. Individuals cannot maintain simultaneous residency in two states. The Colorado residency of any individual who has received a bonus or compensation from a state other than Colorado, when that bonus was based on the same period of active duty as is being considered for qualification under the Colorado Veterans Tuition Assistance Program shall be seriously questioned. At the minimum the individual shall be required to present documentation that residency in the other state was not a requirement for receipt of the bonus.

9. Veterans must have been discharged from their initial period of service less than eight years prior to the start of the term for which they are being certified.

III. Responsibilities of the Individual Applicant

1. The individual will be responsible for completing and submitting the application form to the institution before any consideration can be given to eligibility. This includes any necessary documentation needed to support any disputed areas.

2. The individual will be responsible for submitting changes in enrolled hours prior to the institution's reporting date.

3. It will be the individual's responsibility to inform the institution of the correct credit-hour enrollment, especially in regards to drop and add changes in enrollment.

4. A student concurrently registered in more than one participating institution shall notify the parent institution of the hours he or she is enrolled for at the second (or other) institution(s).

5. A student who transfers to another institution shall be responsible for settling any disputes with the previous institution concerning eligibility and/or entitlement, and must complete a new application at the second institution.

6. It shall be the individual's responsibility to keep informed of his or her remaining eligibility. Such information shall be available at the institution, as provided by the Colorado Commission on Higher Education, and all inquiries must be channeled through the certifying institution.

IV. Institutional Responsibilities

A. Reporting Official

1. Eligible institutions shall designate one individual to have primary responsibility in the administration of the Veterans Tuition Assistance Program (to be hereafter referred to as the designated reporting official).

2. Each institution shall provide to the Commission the name and title of the responsible official at the institution prior to the first reporting date of each academic year or whenever a change occurs.

3. The designated reporting official shall:

   a. Accept applications for tuition assistance, and serve as the certification official for approval or disapproval of the applications and completion of the institutional use only column of the applications using the suggested procedure as described in Appendix A of these guidelines;

   b. Determine the student's eligibility in accord with the established residency and active duty, and discharge requirements.

c. Maintain adequate records to show the utilitization of the Veterans Tuition Assistance funds at the institutional level;

d. Certify for each term the number of enrolled hours by individual veteran as of the institutional reporting date;

e. Submit such reports and information as may be required by the Colorado Commission on Higher Education in connection with the administration of the Colorado Veterans Tuition Assistance Program;

f. Maintain a permanent file on each individual veteran who utilizes the tuition assistance; and

g. Certify those figures submitted to the Commission as representing true and accurate information.

B. Certification of Veterans:

1. The institution shall provide the following information for each eligible applicant; the data will be submitted only upon the applicants initial certification and shall not be resubmitted except in case of transfer by the applicant.

   a. Social Security Number

   b. Name: Last, First Initial, Middle Initial

   c. Date Application Received

   d. Sex

   e. Birth Date

   f. Race

   g. Institution

   h. Date of Entry into Service

   i. Date of Discharge from Service

   j. Total Months Eligible for Benefits

   k. Total Benefit Hours

2. The following information will be submitted on each reporting date:

   a. Hours enrolled as of reporting date.

   b. Amount of assistance granted by the institution.

3. Institutions will report the necessary documentation of eligibility and certification to the Commission on the established reporting date as negotiated between the institution and the Commission. Area vocational schools will report to the Commission two weeks after their established DF-1 reporting date to the State Board for Community Colleges and Occupational Education.

4. Course Certification

   a. All courses will be certified to the Commission in credit hours or their equivalency.

   b. Those institutions which currently have clock hour equivalencies approved by the State Board for Community Colleges and Occupational Education, will report credit hours using that equivalency.

   c. Any course which meets for less than a total of 30 contact hours and is eligible for attendance under the Veterans Tuition Assistance Program will be certified as 1 credit hour to be deducted from the veteran's benefits.

   d. The conversion rate for eligible clock hour classes of a laboratory nature will be 15 contact hours per week to 1 credit equivalency. Those eligible courses which are of a field training nature will be converted at a rate of 30 contact hours per week for 1 credit equivalency.

   e. On campus independent study courses will be limited for attendance in accordance with institutional policies governing such activities. No individual shall be granted assistance for enrollment in independent study that is in excess of that which can be applied towards a degree or certificate.

   f. For all other activities the following schedule will be used unless equivalency has been previously assigned by an accrediting agency.

Conversion of Equivalencies

Total Contact Hours	Credit Equivalency	Total Contact Hours	Credit Equivalency
Less than 30	1	301-330	11
30- 60	2	331-360	12
61- 90	3	361-390	13
91-120	4	391-420	14
121-150	5	421-450	15
151-180	6	451-480	16
181-210	7	481-510	17
211-240	8	511-540	18
241-270	9	541-570	19
271-300	10	571 or more	20

g. For any eligible course meeting less than 10 weeks, the student will not be eligible for full-time status under the Veterans Tuition Assistance Program, the exception being those who enroll for two five-week sessions during an initial registration period. The maximum assistance for those students will be payment for nine credit hours.

C. Determination of Residency:

1. In accordance with the enabling legislation, veterans must be residents of this state for tuition purposes at the time of application as well as residents of Colorado prior to entry into the military service. Time of entry in all cases must be the initial date of induction.

2. The institutions shall have final authority to determine whether residency requirements have been met and whatever appeals system exists at the institution may be utilized in resolving disputes.

3. The institution shall establish current residency status in accordance with the requirements of Title 23, Article 7, C.R.S.

D. Determination of Entitlement

1. The institution shall be responsible for calculation of the eligible veteran's benefits and reporting of the benefits to the Colorado Commission on Higher Education. (NOTE: A suggested procedure for determination of entitlement/ eligibility is provided in Appendix B of these guidelines).

2. The period of active duty of each veteran which occurred between August 5, 1964, and May 12, 1975, must be calculated to establish the total credit hours of tuition assistance that the veteran is qualified to receive.

3. Entitlement is not earned for any period of service prior to August 5, 1964, or after May 12, 1975.

4. Eligible veterans will be granted tuition assistance on the basis of credit hour entitlement (11 quarter/7.33 semester) for each month of active duty or fraction thereof, which was served between August 5, 1964, and May 12, 1975.

5. In the calculation of an individual's benefits, no veteran shall be granted benefits in excess of 198 quarter hours or 132 semester credit hours. All hours enrolled for and reported to CCHE will be deducted from the veteran's remaining benefits.

6. The term "active duty" does not include any period during which the veteran:

   a. Was a student assigned to a civilian institution by the armed forces or other branch of service engaged in the national defense;

   b. Served as a cadet or midshipman at one of the service academies;

   c. Served under the provisions of section 511 (d) of Title 10, United States Code, pursuant to an enlistment in the Army National Guard, or the Air National Guard or as a Reserve for Service in an Army Reserve, Navy Reserve, Air Force Reserve, Marine Corps Reserve, or Coast Guard Reserve.

7. For purposes of calculating active duty service, the Statement of Service, Block 22 of the DD214, shall serve to establish and verify such information.

8. No tuition assistance will be granted an otherwise eligible veteran for any term or course commencing more than eight years after the conclusion of the INITIAL TERM of the veteran's induction or enlistment, or August 5, 1981, whichever is later. To be eligible for fall term, the veteran must have been discharged on or after September 1, eight years previously. For winter term, the required date is January 1; for spring term, it is April 1; and for summer term, it is June 1.

E. Record Keeping Responsibilities

1. The institution shall maintain a permanent file on each individual applicant which includes the following records:

   a. application form;

   b. proof of Colorado residency if required;

c. a photostat copy of the applicant's DD Form 214;

d. documentation on name change if appropriate;

e. proof of eligibility for federal education benefits under Title 38, Chapter 34, U.S. Code;

For auditing purposes, the following should be readily available at the institutions:

a. fiscal data pertaining to the amount of assistance granted an individual; and

b. documentation which verifies that assistance claimed by the institution and reimbursed by the Colorado Commission on Higher Education was applied towards the individual applicants tuition.

2. The institution shall maintain a current record on each individual which reflects the student's enrollment status on an individual course basis. Such records will be subject to the normal auditing procedures of the State of Colorado.

3. The institution will treat a transfer student who is eligible for tuition assistance in the same manner as a new student for record keeping purposes. such individual shall not be granted tuition assistance until such time as verification has been received from the Colorado Commission on Higher Education that the individual has remaining benefits.

4. The institution shall maintain the records of a concurrently registered student in the same manner as described above.

5. Information submitted by the institution must be accompanied by a statement reflecting the overall accuracy of the contents, attested to by the designated reporting official at the institution. The institution shall maintain a duplicate copy of all submitted information for confirmation purposes.

V. Responsibilities of the Colorado Commission on Higher Education

1. The Commission shall edit and audit claims and transfer all funds upon certification of claims by the respective institutions after their individual reporting dates.

2. The Commission shall maintain master student files, using as a source those documents submitted by the institutions.

3. The Commission shall provide the institutions with a current master listing of the individuals attending and certified by the institution after each reporting date. The listing shall inform the institution of the remaining eligibility of the individual.

4. The Commission shall maintain fiscal data concerning the Veteran's Tuition Assistance Program on a per institution, per individual basis. This in no instance shall imply that the institution shall not maintain fiscal data on an individual basis.

5. The Commission shall report to the institutions those individuals who have depleted their eligibility to the point where the next additional enrollment would or could be the final period of eligibility.

6. The following procedure will be utilized in handling the concurrently registered student:

    a. The individual must apply at each institution for assistance if assistance is desired for all enrollments;

    b. Upon certification, the Commission will pay the involved institutions for the hours enrolled at the separate institutions;

    c. The Commission, upon payment to the institutions, will notify the institutions of the concurrent enrollment along with identification of the individual's remaining dollar benefits for the academic year;

    d. The individual will be eligible only for the remaining monies during the current academic year;

    e. Should the veteran continue as a concurrent student during the following term, the remaining dollar amount of assistance will be prorated by the Commission between the institutions in which the veteran is enrolled, (prorated on a percentage of enrollment in terms of a dollar amount).

    f. In the event there is no remaining assistance after the concurrent registration, the individual veteran will receive no assistance until the next academic year.

7. The Commission shall not serve as an appeals board for residency questions or interpretations.

8. The Commission shall be responsible for updating and informing the institutions of any administrative changes in the guidelines and procedures established for the program.

9. Audits may be conducted to insure adherence to established policies and procedures relating to the Veterans Tuition Assistance Program. Such audits will consist of:

    a. Random audits of individual applications and permanent forms;

    b. Internal audits generated from submitted documentation by the institutions; and

    c. Audits accomplished in the normal auditing procedures of the State of Colorado.

VI. Eligible Courses for Enrollment

1. Any course which is assigned credit which can be applied to a degree or certificate by the institution is eligible for enrollment by veterans utilizing the Veterans Tuition Assistance Program. This will include courses offered through Extension Divisions and/or continuing education centers. (The veteran is not required to be enrolled as a degree or certificate seeking student)

2. Of the courses offered by an Area Vocational School, only those offered on the postsecondary level which have approval of the State Board for Community Colleges and Occupational Education (Form VE-120), shall be eligible for enrollment.

3. All courses which are eligible for enrollment and not assigned credit will be certified to the Commission on the individual's status report in terms of equivalent credits, based on total contact hours in order to establish a uniform system of reporting. [See Section IV, Article B, Paragraph 3(f)]

4. A non-credit course must meet at least the following guidelines to be eligible for reimbursement under the Veterans Tuition Assistance Program:

   a. The course must be open for enrollment by non-veterans as well as veterans;

   b. Permanent records must be maintained on all registrants to provide for reporting and documentation;

   c. Each course must have a recorded statement of objectives, rationale and purpose of the activity prepared prior to the beginning of the activity;

   d. Instruction in the course must be conducted by an individual who meets the institution's requirements for faculty appointment; and

   e. The course must be of academic or vocational nature and content.

5. No institution shall charge or apply tuition or fees to veterans which are different from those levied against non-veterans participating in the same activity.

6. The benefits of this program may include enrollment in a remedial class which is required or recommended by the institution.

7. A course which is audited or taken for no credit on campus, for which the institution charges a tuition fee, is acceptable for enrollment by recipients of assistance under the Veterans Assistance Program.

VII. Allocation of Funds

1. Payments from CCHE to the institutions will be made by:
   - a. transfer of funds from CCHE to the State accounts of the institutions; or
   - b. vouchers to the non-state institutions.
2. Transfers of monies shall occur after the institutions' reporting date.
3. No tuition assistance will be granted if the student is not subject to a tuition charge for courses for which enrolled at the institution.
4. Tuition assistance granted an individual will be counted as a resource for financial aid purposes.

APPENDIX A

VETERANS TUITION ASSISTANCE PROGRAM

INSTITUTIONAL GUIDELINES FOR APPLICATION AND CERTIFICATION COMPLETION

An application form must be completed by each individual desiring assistance under the Veterans Tuition Assistance Program. The application and certification form is designed as a two part form. The application form is that part that the veteran completes pertaining to demographic information and general residency questions. The master student files will be generated from this information. The certification function is served by the" For Institutional Use Only" column and the certification statement made on the reverse side.

Each application form and the attached photostat copy of the applicant's DD Form 214 will remain in the applicants permanent record at the institution. Any necessary documentation required for completion of eligibility requirements shall also be attached.

All questions must be answered by the veteran before any assistance is granted. The institution should verify any answers given by the applicant with either the available information or request further documentation.

The following are general statements pertaining to the veterans application information, which affect the approval or disapproval of the application. The statements are correlated to the two usages of the form. First, the veteran's application information; and secondly, the institution's certification function.

Item 6 and 7. The responses to these questions are to be used for statistical reporting purposes only.

Item 9. This date will be the original date of entrance into active duty.

Item 11. If the name on the application form differs from that on the DD Form 214, obtain documentation from the veteran which reflects the reason for the change. This documentation must be retained in the veteran's permanent file.

Item 12. No assistance will be granted to an otherwise eligible veteran based on active duty time spent as a student assigned to a civilian institution. This time must be deducted from the total active duty time served. Such time is not shown in months on the DD Form 214 but it is indicated by notation in Block 25, Education and Training Completed.

Item 13. If a veteran is concurrently registered at another Colorado institution and registered at that institution for assistance, the institution should use the procedures established in Appendix B for establishing the amount of assistance to be granted.

Item 20. The applicant must sign and date application. Should the individual make false and misleading statements (e.g. concurrent registration), the veteran will of course be subject to the institution's policies on suspension, withdrawal, or other appropriate procedures.

FOR INSTITUTIONAL USE ONLY COLUMN

The following instructions pertain to only the institutional use only column. However, the related veteran's data is identified for reference when necessary. The importance of the institution's column for completion is exemplified by the fact that the data submitted by the institution to the CCHE from this column is the basis for the master student files.

The following guidelines are listed item by item for clarity purposes.

Item A. Enter the veteran's social security number which is found in the Item 4 of the veteran's data.

Item B. Enter the first 18 characters of veteran's last name. If name is less than 18 characters, enter name left to right leaving remaining blocks blank. Also include first and last name initials in the appropriate blocks.

Item C. Enter in correct data at time of application. Use numeric indicator throughout.

Item D. Enter sex of applicant by indicting M or F.

Item E. Enter birth date of applicant as provided in Item 8 of veteran's data. (Numerics only)

Item F. Enter correlated race code from Item 6 of veteran's data.

Item G. Enter institution's assigned code. (Identical to that assigned for financial aid.)

Item H. Enter date of entry into initial term of active service. Date is available from Item 9 of veteran's data and verified from either Block 10(c) or 17(c) of attached DD Form 214. Record of service must show no prior active duty service for the submitted DD Form 214 to represent an initial term.

Item I. Enter date of discharge from initial period of service. Date available from Item 10 of veteran's data and verified by Block 11(d) of attached DD Form 214.

Item J. Enter total months eligible for benefits. Months eligible for benefits are those months of active duty service that were served between August 5, 1964, and May 12, 1975. Include as a whole month, any fraction of a month served in between those dates. Exclude any time spent as a student assigned to a civilian institution by the Armed Forces as listed in Item J of the veteran's data.

Item K. Total benefit hours are calculated by multiplying 11 quarter credit hours or 7.33 semester hours by that number of months in Item J above. The maximum eligible is 198 quarter credit hours or 132 semester credit hours which is accumulated from 18 months of active duty served between the August

5, 1964, and May 12, 1975, dates. In the case of semester hours, round any odd numbers to the nearest whole number.

APPENDIX B

Veteran's Tuition Assistance Program

Calculation of Eligibility/Entitlement

The following is a suggested procedure to establish the eligibility and/or the entitlement for any applicant desiring to utilize the Veterans Tuition Assistance Program. An example of the DD Form 214 is also included for your information.

Step 1. Establish that the individual has submitted a DD Form 214 which is a statement of his or her initial term of service. The Form must show no prior active duty service for the form to reflect the initial term.

Step 2. Identify the veteran as an enrolled student, or a new student, verified by the institution's procedures for acceptance of new students.

Step 3. Establish the residency status of the veteran, both prior to entry and currently.

a. To establish current residency status, it is advisable to have a master list of veterans currently enrolled and identified on the basis of resident/non-resident in accordance with Title 23, Article 7, C.R.S., prepared prior to certification of the veterans.

b. To establish residency at time of entry, observe Block 21: "Home Record at Time of Entry into Active Service," of the DD Form 214. If the address is a Colorado address, this should be interpreted as prima facia evidence that the veteran was a Colorado resident prior to entry into the active military.

Step 4. Identify date of entry into initial period of active duty service. If entry was by induction (previously identified), date of entry is shown in Block 10(c) of the DD Form 214. If entry is by enlistment, date of entry is identified in Block 17(c).

Step 5. Identify date of discharge from initial period of service (Block 11d, DD Form 214).

Step 6. Calculate the months of continuous active duty between August 5, 1964, and May 12, 1975. Any fraction of a month counts as an entire month. Exclude any time veteran was assigned to a civilian institution, enrolled in a military academy or was in training for National Guard duty or Reserve Status.

Step 7. Calculate the entitlement period. Eighteen (18) months or more of continuous active duty served between August 5, 1964, and May 12, 1975, qualifies the individual for the maximum of 198 quarter/132 semester credit hours. For those individuals with less than 18 months active duty between the delimiting dates, multiply the eligible months served by 11 quarter or 7.33 semester credit hours. (The application form contains a space for these computations by the institution.)

Step 8. For institutions using clock hour instructions. Convert contact hours to credit equivalency using schedules of conversion as listed in Section III, 3(c), of these guidelines.

Step 9. Establish the amount of tuition assistance to be granted at the current rates.

Step 10. Tuition waiver will be accomplished in accordance with institutional procedures.

Explanation:	Comment
Block 1.	Name at time of entry: If changed, appropriate documentation required.
Block 8.	Veteran's place of birth: Indicator of residency, but not conclusive.
Block 10b.	Location of selective service registration: Indicator of residency, but not conclusive.
Block 10c.	Date of induction: Date of entry if by induction.
Block 11a.	Note discharge status: Indication of applicant's status as veteran, not on active duty.
Block 11d.	Effective date of discharge: Date of discharge from initial period of active duty service.
Block 17c.	Date of entry if other than by induction: Date of entry if by enlistment.
Block 21.	Home of Record at time of entry into active service: Evidence of prior residency.
Block 22b.	Statement of service of active duty: Basis for entitlement or benefits. Multiply by 11 quarter/7.33 semester credit hours to arrive at total benefits.
Block 25.	Education and training completed: Indicator of student assigned to civilian institution, applicant should so state on application form, Item 12.

APPENDIX C

VETERANS TUITION ASSISTANCE PROGRAM

USERS GUIDE

VETERANS TUITION ASSISTANCE PROGRAM

User's Guide

This user's guide is for the purpose of explaining the reporting system and the interfaces between the Colorado Commission on Higher Education and the using institutions.

Included in this guide are the following:

I. A written narrative of the complete system from the time the veteran first applies for assistance though the different reports generated by the Commission.

II. Keypunching instructions for the application blank.

III. Explanation of purpose and keypunch procedures for the reimbursement cards.

IV. Explanation of computer edit programs to be run at the institution.

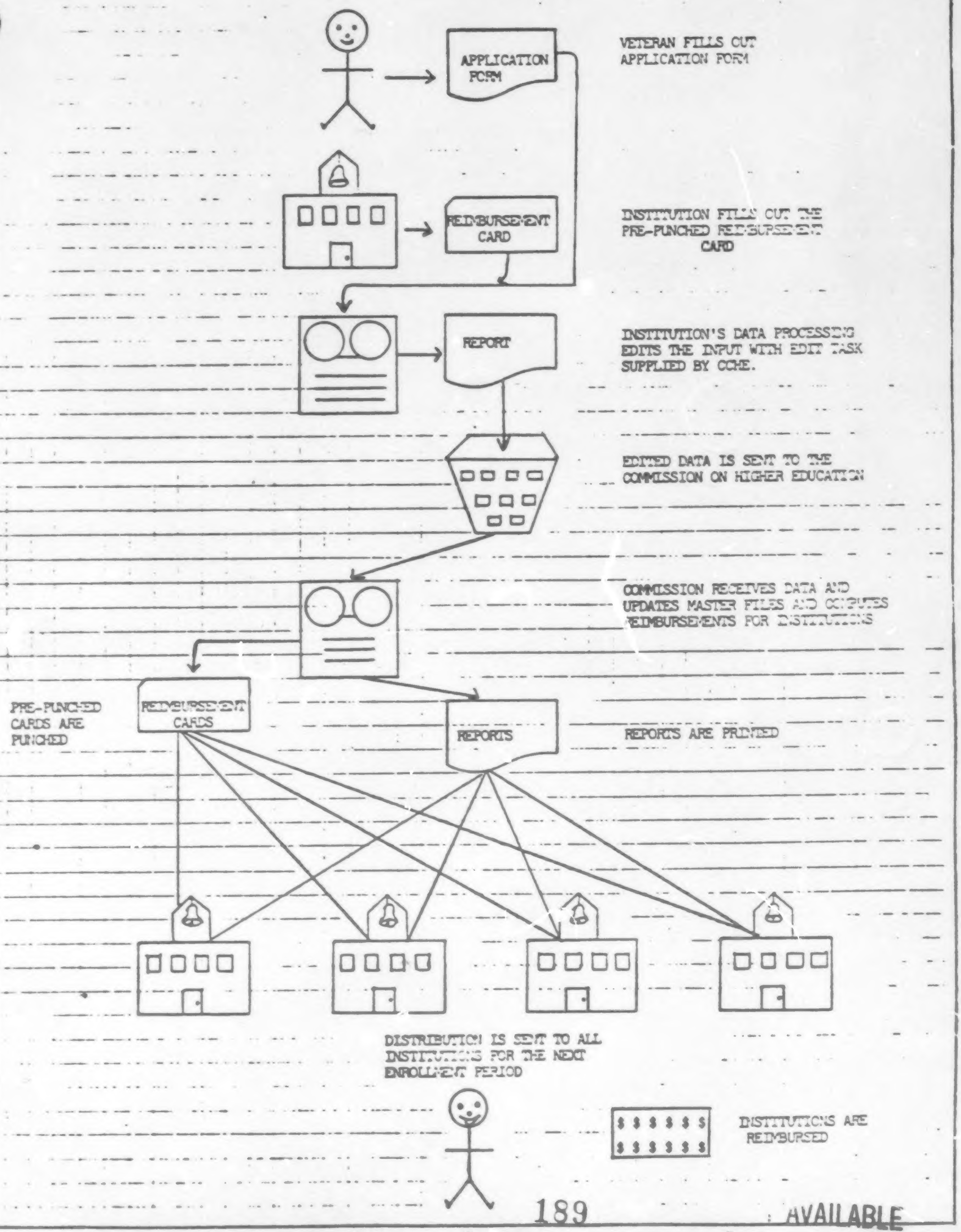
V. Explanation of the reporting task run by the Commission.

VI. Explanation and layout of all reports.

VII. Tape Specifications.

Application TUITION ASSISTANCE TO COLORADO VETERANS Date 8/23/74 Page 1 of 1

Procedure REPORTING SYSTEM Drawn By COLORADO COMMISSION ON HIGHER EDUCATION


APPLICATION FORM
VETERAN FILLS OUT APPLICATION FORM
REIMBURSEMENT CARD
INSTITUTION FILLS OUT THE PRE-PUNCHED REIMBURSEMENT CARD
REPORT
INSTITUTION'S DATA PROCESSING EDITS THE INPUT WITH EDIT TASK SUPPLIED BY CCHE.
EDITED DATA IS SENT TO THE COMMISSION ON HIGHER EDUCATION
COMMISSION RECEIVES DATA AND UPDATES MASTER FILES AND COMPUTES REIMBURSEMENTS FOR INSTITUTIONS
PRE-PUNCHED CARDS ARE PUNCHED
REIMBURSEMENT CARDS
REPORTS
REPORTS ARE PRINTED
DISTRIBUTION IS SENT TO ALL INSTITUTIONS FOR THE NEXT ENROLLMENT PERIOD
$ $ $ $ $ $
$ $ $ $ $ $
INSTITUTIONS ARE REIMBURSED

Fold

AVAILABLE

I. SYSTEM NARRATIVE

After the veteran has filled out the application form (page 7) and has been certified for the program, information will be transferred to the blocked area under Institutional Use Only. Each blocked area is self explanatory with the possible following exceptions:

A. Item D - Sex Code - must be "M" or "F".

B. Item F - Race code - will be "1" - "5" as is defined under Item 6, "Race".

C. Item J - Total Months Eligible - will be the total number of months of active duty between August 5, 1964, and May 12, 1975. NOTE: any part of a months service will constitute a full months eligibility.

D. Item K - Total Benefit Hours - if the total months in Item J is 18 or greater use the maximum amount. If total months is less than 18, multiply total months by 11 for quarters and 7.33 and semesters.

After this section has been filled out, it will be keypunched at the institution (see page 6 for keypunch procedures).

The other document to be filled out should be an IBM reimbursement card that will be sent to the institution from the Commission. This document will be explained in greater detail in Section III of this guide. Basically, this card will be used to report the amount of assistance given to the veteran and the total number of hours being taken. This card will be filled out after the drop-add cutoff date. Only data that has been fully edited will be accepted by the Commission. The Commission will not make any corrections to input data.

These cards should be keypunched at the institution (see page 11 for keypunch procedures).

The pre-punched reimbursement cards should be combined with the cards from the application and run through an edit task at the institutions. The edit programs and system are explained in Section IV.

From this edit program, a diagnostic/proof listing will be generated. All input will be printed and errors (see Exhibit B for diagnostic messages) will be identified. These errors must be corrected at the institution and edited again. When the data has been established as correct, a tape or cards of input will be sent to CCHE. (Section VII for Tape Spec's)

When all data has been received at the Commission, a reporting task will be run. This task will be explained under Section V. Reports will be generated and sent to each institution. Reports are explained under Section VI. Also the pre-punched cards will be output by the Commission and sent to the various institutions for the next registration period.

At the next registration, for the student that is continuing from the previous period, the institution will only have to fill out the pre-punched reimbursement card.

This section has been an overview of the entire system. The rest of this Guide will be broken down into a more technical approach.

This Guide will be updated from time to time and copies will be distributed. If there are any questions and/or problems, please call Debra Wiley at (303) 866-2748.

II. KEYPUNCH INSTRUCTION FOR THE APPLICATION BLANK

The information for this card will be taken directly from the "For Institutional Use Only" section on the application form. Key punch instructions are on page 6 of this manual. A sample application form is shown on pages 7 and 8.

This data will be punched into card columns 1-65 and will follow the layout on the application form. Please note that a record code of "1" must be punched into column 80 of each of these cards.

Application blanks should be kept at the institutions and not sent to the Commission. Only the information which has been punched from the application and edited should be sent to the Commission.

KEYPUNCH PROCEDURES FOR APPLICATION FOR TUITION ASSISTANCE TO COLORADO VETERANS OF THE VIETNAM-ERA

Field Name	Positions From	Positions To	Positions Total	Type Punch	Comments
Social Security	1	9	9	Numeric	Must be all numberic
Last Name	10	29	8	Alpha	Left justify
First Initial	28	28	1	Alpha	
Middle Initial	29	29	1	Alpha	
Application Date	30	35	6	Numeric	MM/DD/YY format
Sex	36	36	1	Alpha	Must be "M" or "F"
Birth Date	37	42	6	Numeric	MM/DD/YY format
Race	43	43	1	Numeric	Must be "1" to "5"
Institution Code	44	47	4	Numeric	Must be a valid code
Date Entry Service	48	53	6	Numeric	MM/DD/YY
Date Discharge Service	54	59	6	Numeric	MM/DD/YY format
Total months eligible	60	62	3	Numeric	Right justify left zero fill
Total entitlement hours	63	65	3	Numeric	Right justify left zero fill
Filler	66	79	14	Space	Skip field
Record Code	80	80	1	Numeric	Must be a "1"

APPLICATION AND CERTIFICATION FOR COLORADO VETERANS TUITION ASSISTANCE PROGRAM

Before Completing Application, Read All Instructions. Print Plainly in Ink or Type

1. NAME ______ Last ______ First ______ Middle
2. APPLICATION DATE / / Mo Dy Yr
3. ADDRESS ______ Street Number ______ City ______ State
4. SOCIAL SECURITY - -
5. PLACE OF BIRTH ______ City ______ State
6. Race (for statistical purposes only)
   1. Afro Amierican ___
   2. American Indian ___
   3. Oriental American ___
   4. Spanish Surnamed American ___
   5. Other ___
7. SEX (check) M ___ F ___
8. DATE OF BIRTH / / Mo Dy Yr
9. DATE VETERAN INITIALLY ENTERED ACTIVE DUTY / / Mo Dy Yr
10. DATE VETERAN DISCHARGED FROM ACTIVE DUTY / / Mo Dy Yr
11. NAME UNDER WHICH VETERAN SERVED IN ARMED FORCES. IF SAME AS ABOVE SO STATE.
    ______ Last ______ First ______ Middle
12. WERE YOU ASSIGNED TO A CIVILIAN INSTITUTION WHILE ON ACTIVE MILITARY DUTY?
    Yes ___ No ___ If yes, what institution ______ From / / Mo Dy Yr To / / Mo Dy Yr
13. HAVE YOU ATTENDED ANOTHER INSTITUTION IN COLORADO UNDER THIS PROGRAM? Yes ___ No ___
    If yes, what institution ______ From / / Mo Dy Yr To / / Mo Dy Yr
14. ARE YOU CONCURRENTLY REGISTERED AT ANOTHER COLORADO INSTITUTION? Yes ___ No ___
    If yes, what institution ______ Number of hours enrolled ______
15. UPON ENTRY INTO ARMED FORCES DID YOU CLAIM COLORADO RESIDENCY? Yes ___ No ___
    If no, give reason(s) ______
16. DID YOU REGISTER TO VOTE PRIOR TO ENTRY INTO THE ARMED FORCES? Yes ___ No ___
    If yes, state where: ______ City ______ State ______ Year
17. DID YOU PAY STATE INCOME TAX PRIOR TO ENTRY INTO ARMED FORCES? Yes ___ No ___
    If yes, what state ______ If no, reason why ______
18. HAVE YOU RECEIVED FROM A STATE OTHER THAN COLORADO A BONUS OR COMPENSATION BASED UPON SERVICE IN THE ARMED FORCES OF THE U.S. DURING THE VIETNAM-ERA? Yes ___ No ___
    If yes, what state ______

For Institutional Use Only

A. Social Security

B. Name: Last

First Initial Middle Initial

C. Date Application Received:

Month Day Year

D. Sex: M - Male
F - Female

E. Birth Date:

Month Day Year

F. Race Code:

G. Institutional Code:

H. Date of Entry Into Service:

Month Day Year

I. Date of Discharge From Service:

Month Day Year

J. Total Months Eligible for Benefits

K. Total Benefit Hours up to maximum of 198 qt/132 sem

(Rounded to whole hours)

CCHE #137, JRA, 8/74.1100

Continued on Reverse Side

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DO NOT WRITE IN THIS SPACE

19. PLACE OF RESIDENCY AT THE TIME ENTERING ARMED FORCES

	YOURSELF	FATHER	MOTHER
CITY			
STATE			

20. I CERTIFY THAT ALL STATEMENTS MADE BY ME IN THIS APPLICATION ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE

(DO NOT PRINT) ______________________ ______________________
Signature of Applicant Date

ATTACH PHOTOSTATIC COPY OF DD FORM 214 AND OTHER NECESSARY DOCUMENTS

INSTRUCTIONS: SUBMIT APPLICATION TO INSTITUTION.

ANSWER ALL QUESTIONS. SIGN APPLICATION. IF MORE SPACE IS NEEDED TO ANSWER ANY QUESTIONS, USE A PLAIN SHEET OF PAPER AND ATTACH TO APPLICATION. IF THE APPLICANT IS ATTENDING AN INSTITUTION BUT NOT RECEIVING FEDERAL BENEFITS, DOCUMENTATION OF ELIGIBILITY MUST BE ATTACHED. ANY ITEM NOT DISCUSSED BELOW IS CONSIDERED SELF-EXPLANATORY.

(6-7) THESE ITEMS ARE FOR STATISTICAL REPORTING PURPOSES ONLY. THEY IN NO WAY CAN EFFECT APPROVAL OR DISAPPROVAL OF YOUR APPLICATION. PLEASE ANSWER BOTH QUESTIONS. (9-10) DATES OF ENTERING AND LEAVING ACTIVE DUTY ARE LISTED ON YOUR DD FORM 214. (11) IF YOU SERVED ON ACTIVE DUTY UNDER ANOTHER NAME, PLEASE LIST AND ATTACH NECESSARY DOCUMENTATION TO APPLICATION (e.g. MARRIAGE LICENSE). (12) IF WHILE ON ACTIVE DUTY YOU WERE ASSIGNED TO A CIVILIAN INSTITUTION, SO STATE. (13) IF YOU ARE A TRANSER STUDENT, PROVIDE NECESSARY INFORMATION. (14) CONCURRENT REGISTRATION MEANS YOU ARE ATTENDING TWO INSTITUTIONS AT THE SAME TIME. IF SO, PROVIDE INFORMATION.

(15) IF YOU DID NOT CLAIM A COLORADO RESIDENCY, YOU MUST PROVIDE NECESSARY DOCUMENTS TO PROVE COLORADO RESIDENCY PRIOR TO ENTERING INTO ACTIVE DUTY. EXAMPLES WOULD BE COLORADO INCOME TAX RECORDS OF YOUR OWN OR YOUR PARENTS IF UNEMANCIPATED, VOTING REGISTRATION, DRIVER'S LICENSE, AND ANY OTHER DOCUMENTATION REQUESTED BY THE INSTITUTION YOU ARE ATTENDING. YOU MUST ALSO BE A COLORADO RESIDENT AT THE TIME YOU APPLY OR YOU WILL NOT BE ELIGIBLE FOR ASSISTANCE UNDER THIS PROGRAM.

IF ANY QUESTION IS CONSIDERED NON-APPLICABLE TO YOUR INDIVIDUAL CASE SO STATE BY MARKING N/A IN THE APPROPRIATE BLOCK. IF ANY INFORMATION IS FOUND TO BE WILLFULLY MISLEADING, YOU WILL BE SUBJECT TO INSTITUTIONAL POLICIES CONCERNING DISENROLLMENT AND SUSPENSION.

CERTIFICATION OF APPLICATION APPROVAL OR DISAPPROVAL BY INSTITUTION
APPROVED ___ DISAPPROVED ___ IF DISAPPROVAL, REASON ______________________

CERTIFICATION OFFICIAL ______________ ______________ ______________
NAME INSTITUTION DATE

AVAILABLE

III. REIMBURSEMENT CARDS.

The IBM reimbursement cards (Exhibit F) will be distributed by the Commission. These cards will be used to report hours and amount of assistance by veteran for each enrollment period. If you receive insufficient cards you may use any standard IBM card.

The following information will be on this card:

1. Social Security Number - this will be either pre-punched or entered by the institution. The first time a veteran is certified by an institution, the institution will have to fill in the SSN: for subsequent enrollments the Commission will pre-punch SSN into the card before distribution. In other words, if you have a card with a veteran's SSN pre-punched DO NOT enter it again.

2. Assistance Amount - for the academic year: this will be the total assistance due to the veteran for fall term, winter term, and (if applicable) spring term. Add the assistance due for each term together and enter the total in columns 14 to 19. Example 1: J. J. Doe enrolls for 5 hours fall semester and 10 hours winter semester. He should receive $83.25 for fall and $166.50 for winter for a total of $249.75. Code 0 2 4 9 7 5
14 19

   - for the summer term; this will be the total assistance due to the veteran for summer term and any prior term for which the veteran should have been paid (retroactive). Be sure to calculate retroactive payments at the rate in effect during the retroactive period, not the current rate (see the chart on page 11). Add the assistance due for each term together and enter the total in columns 14 to 19. Example 2: M. T. Head enrolls for 5 hours summer, 1982. He should receive $102. Code 0 1 0 2 0 0
14 19

   Example 3: I. M. Smart enrolls for 5 hours summer, 1982 and is due reimbursement for 10 hours, fall, 1981. He should receive $102 for summer and $166.50 for fall for a total of $268.50. Code 0 2 6 8 5 0
14 19

   Example 4: J. J. Jones enrolls for 5 hours in summer, 1982 and is due reimbursement for 10 hours fall, 1981 and 10 hours winter 1981. He should receive $102 for summer, $166.50 for fall 1981, and $148.50 for spring 1981 for a total of $417. Code 0 4 1 7 0 0
14 19

   Example 5. A. A. Able is due reimbursement for 10 hours for fall, 1981. He should have received $166.50. Code 0 1 6 6 5 0
14 19

3. Hours - for the academic year: this will be the total hours for which the veteran enrolled during fall term, winter term, and (if applicable) spring term. Add the hours enrolled during each term together and enter the total in columns 20 to 22. J. J. Doe mentioned in example 1 would be reported as enrolling for 15 hours.

Code 0 1 5
20 22

- for the summer term: this will be the total hours for which the veteran enrolled during the current summer term and any prior terms for which the veteran should have been paid but was not (retroactive). Add the hours of enrollment each term together and enter the total in columns 20 to 22. Example 2: M. T. Head, mentioned in example 2 would be reported as enrolling for 5 hours. Code 0 0 5
20 22

Example 3. I. M. Smart should be reported as enrolling for 15 hours.
Code 0 1 5
20 22

Example 4. J. J. Jones should be reported as enrolling for 25 hours.
Code 0 2 5
20 22

4. Number of Periods. For the academic year: Enter the number of terms in the current academic year for which the veteran was enrolled and eligible for reimbursement. Fall only, winter only, and spring only would be coded "1". Fall and winter, fall and spring, winter and spring, would be coded "2". Fall and winter and spring would be coded "3". Use a "9" to pay less than the formula amount.

- for summer term: Enter "1" if the veteran is being reimbursed only for the current summer term (M. T. Head in example 2 would be coded "1"). Enter "2" if the veteran is being reimbursed for the current term and one retroactive term (I. M. Smart of Example 3 would be coded "2"). Enter "2" if the veteran is being reimbursed for one or two retroactive terms but not the current term. Enter "3" if the veteran is being reimbursed for the current term and two retroactive terms or for three retroactive terms. Enter "4," "5," "6," "7," or "8," according to the same logical the number of periods when a retroactive payment is involved is always 200 greater. Use a "9" to pay less than the formula amount.

5. Course weeks - number of weeks that the most recent term was in session. If the term lasts for less than 10 weeks the veteran will be paid for a maximum of 4 hours.

6. Name - usually will be pre-punched on the second enrollment. If it is not there, you do not have to punch it in. The name is shown only for institutional use to help identify the veteran.

7. Period (Date) for the academic year: code the name of the most recent term in which the veteran was enrolled and for which the institution is claiming reimbursement. For 1984-85 acceptable codes are:

FALL 84 or

68 75

WINTER85 or

68 75

SPRING85

68 75

- for summer term: code SUMMER and the current year. Example:

SUMMER85

68 75

8. Institution Code - Usually pre-punched. if is not there, you must punch it. (See page 13 for a list of codes).

9. Record Code - Usually pre-punched. If it is not there, you must punch "2."

CVTA Payment Rates

Academic Year			
1974-75	$ 182.00	$ 91.00	$ 60.70
1975-76	192.00	96.00	64.00
1976-77	208.00	104.00	69.33
1977-78	219.00	109.50	73.00
1978-79	246.00	123.00	82.00
1979-80	267.00	133.50	89.00
1980-81	297.00	148.50	99.00
1981-82	333.00	166.50	111.00
1982-83	408.00	204.00	139.00
1983-84	444.00	222.00	146.00
1984-85	486.00	243.00	162.00

New rates become effective summer term (e.g., Summer 1984 is at the 1984-85 rate).

KEYPUNCH PROCEDURES FOR REIMBURSEMENT CARD

Field Name	Positions			Type Punch	
	From	to	Total		
Social Security	1	9	9	Numeric	May be pre-punched
Filler	10	13	4	Space	Skip Field
Assistance Amount	14	19	6	Numeric	Right justify and left zero fill
Current Assistance Hours	20	22	3	Numeric	Right justify and left zero fill
Number of Periods	23	24	2	Numeric	Right justify and left zero fill
Number of weeks	25	26	2	Numeric	Right justify and left zero fill
Filler	27	47	21	Space	Leave Blank
Name	48	67	20	Alpha	May be pre-punched
Period	68	75	8	A/N	Right Justify; May be pre-punched Blank or SummerXX If blank, must be punched
Institution Code	76	79	4	Numeric	May be pre-punched If blank, must be punched
Record Code	80	80	1	Numeric	May be pre-punched If not, punch "2"

VETERAN TUITION ASSISTANCE PROGRAM

INSTITUTIONAL CODES

CODE	INSTITUTION
0100	Boulder Valley Area VoTech (Quarter)
0105	Boulder Valley Area VoTech (Semester)
0110	Larimer County Area VoTech
0120	Emily Griffith Opportunity School
0130	Aurora VoTech (Quarter)
0135	Aurora VoTech (Semester)
0140	San Luis Valley Area VoTech
0150	San Juan Basin Area VoTech
0160	Delta-Montrose Area VoTech
0210	CU-Boulder
0220	CU-Health Sciences Center (Quarter)
0225	CU-Health Sciences Center (Semester)
0230	CU-Denver
0240	Colorado Springs
0300	Colorado School of Mines
0410	Colorado State University
0470	University of Northern Colorado
0510	Fort Lewis College
0620	Adams State College
0625	Mesa College
0630	Metropolitan State College
0640	University of Southern Colorado
0660	Western State College
0715	Arapahoe Community College
0720	Colorado Mountain College-East
0725	Colorado Mountain College-West
0727	Colorado Mountain College-Off-Campus
0731	Front Range Community College
0732	Red Rocks Community College
0733	Denver-Auraria Community College
0735	Community College of Aurora
0740	Pikes Peak Community College
0745	Lamar Community College
0755	Morgan Community College
0760	Northeastern Junior College
0765	Otero Junior College
0771	Colorado Mountain College-Steamboat Springs
0770	Colorado Northwestern Community College
0773	Pueblo Vocational Community College
0775	Trinidad State Junior College
0780	Aims Community College
0810	American Beauty College
0812	Americana Beauty College I
0813	Americana Beauty College II
0814	International Beauty College
0820	Barnes School of Business
0822	Blair Junior College

Institution Codes Continued

CODE	INSTITUTION
0824	Colorado College of Medical and Dental Careers
0825	Certified Welding School
0826	Colorado Aero Tech
0827	Colorado Springs College of Business
0828	Colorado Institute of Art
0829	Colorado Technical College
0830	Denver Automotive & Diesel College
0840	Denver Institute of Technology
0845	Electronic Technical Institute
0846	Denver Technical College
0847	Mile High College
0848	Longmont Beauty School
0850	Parks College
0860	Pikes Peak Institute of Medical Technology
0875	Presbyterian/St. Lukes School of Nursing
0885	Pueblo College of Business
0895	National Camera Inc.
0950	Colorado College
0960	Colorado Women's College
0970	Loretto Heights College
0980	Regis College
0990	University of Denver
0995	Nazarene Bible College
1000	Rockmont College

IV. EDIT PROCEDURE

Each institution will be requested to run an edit task on all input data. Institutions may obtain a copy of the edit program from CCHE by submitting a blank tape and requesting that it be returned with a copy of the program. The edit program produces a diagnostic test and proof listing showing all of the input and flagging all errors. A message describing the error will be printed to the right side of the input (see diagnostic messages, Exhibit A). The institution should correct the data and obtain a clean diagnostic report before submitting data to CCHE.

Institutions that are unable to run the computer edit may submit unedited data to CCHE but the Commission does not assume responsibility for correcting errors.

How will this task work? (See flow chart Exhibit A) After all of the institution's data has been accumulated, it will be run first through a sort program which will sort on social security number major and card code minor.

As soon as the data is sorted, the edit program will run. A diagnostic and proof listing will be produced from this program. All of the input will be listed on this report. Any errors will be flagged. A message describing the error will be printed to the right side of the input (see diagnostic messages Exhibit E).

The responsible official will then go through the edit listing changing any errors.

V. REPORTING TASK

When all edited input data has reached the Commission a reporting task will be run.

The purpose will be three fold. First, the history master file of all veterans will be updated. Second, reports will be generated and returned to the institutions and third, the pre-punched cards will be created.

One of the responsibilities of this task will be to check for con-current registered veterans between schools.

Example: Jim Jones registers at U.C.D. for 8 hours Fall and 10 hours Winter. He also registers at Metro for 4 hours Fall and 2 hours Winter. U.C.D. tries to pay $299.70 and Metro tries to pay $99.90 for a total of $399.60. But the maximum allowable payment is $333.00. CCHE will reduce payments so they do not exceed the allowable total. The process is easier for everyone if institutions require students to advise of concurrent registration and reduce requested payments in advance of submission to CCHE (use a "9" in number of periods" to pay less than the formula amount.)

The various reports are explained in the next section.

VI. EXPLANATION OF REPORTS

1. Diagnostic & Proof Listing

Generated from the edit task run at each institution, this report will list each input record with diagnostic message if any. (Exhibit B)

The report will be double spaced so that corrections may be written on the report. The report may then be used as a keypunch transmittal (see keypunch procedure pages 7 and 11) to punch corrections to be re-input into the system.

The format of this report will be the 80 character card image. If there is an error on any record, asterisks (*) will be printed under the data element in error.

2. Remaining Assistance Report

Generated by the reporting task, this report will list each veteran by each school. Information on this report will consist of the following:

A. Social Security Number

B. Name

C. Beginning Assistance Hour - the total amount of hours used to date in the program.

D. Total Hours Used - the total amount of hours used to date in the program.

E. Remaining Assistance Hours - the total hours left to the veteran for the remainder of the program.

F. Current Hours - the number of hours used in the period now being processed.

G. Current Amount Assistance - the amount of assistance the veteran received for the current period.

H. Total Amount Assistance - the total amount of assistance the veteran has received since the beginning of the program.

I. Comments - this field will be used for messages to the institution about the veteran. These messages will be such as to inform the veteran when there are less than 25 hours of assistance left.

This report will be printed each reporting period and sent to each institution.

The "Total Amount of Current Assistance" line on this report will be the total amount of assistance granted to the institution.

It is possible that this amount may differ from what was input by the institution. Such changes could be a result of errors in assistance calculation, not enough entitlement, etc. In any case, any errors will be sent to the institution with reports.

3. Veterans Concurrently Registered Report

Generated by the reporting task, this report will identify those veterans that are registered at more than one institution at the same time. Information on this report will be:

A. Social Security

B. Name

C. Concurrent Institutions - the names of the institutions which the veteran is attending.

D. Current Hours - the number of hours being taken at each institution

E. Current Amount Assistance - the amount of assistance being granted at each institution.

F. Total Hours - the total of all hours being taken.

G. Total Amount Assistance - the total amount of assistance for all institutions.

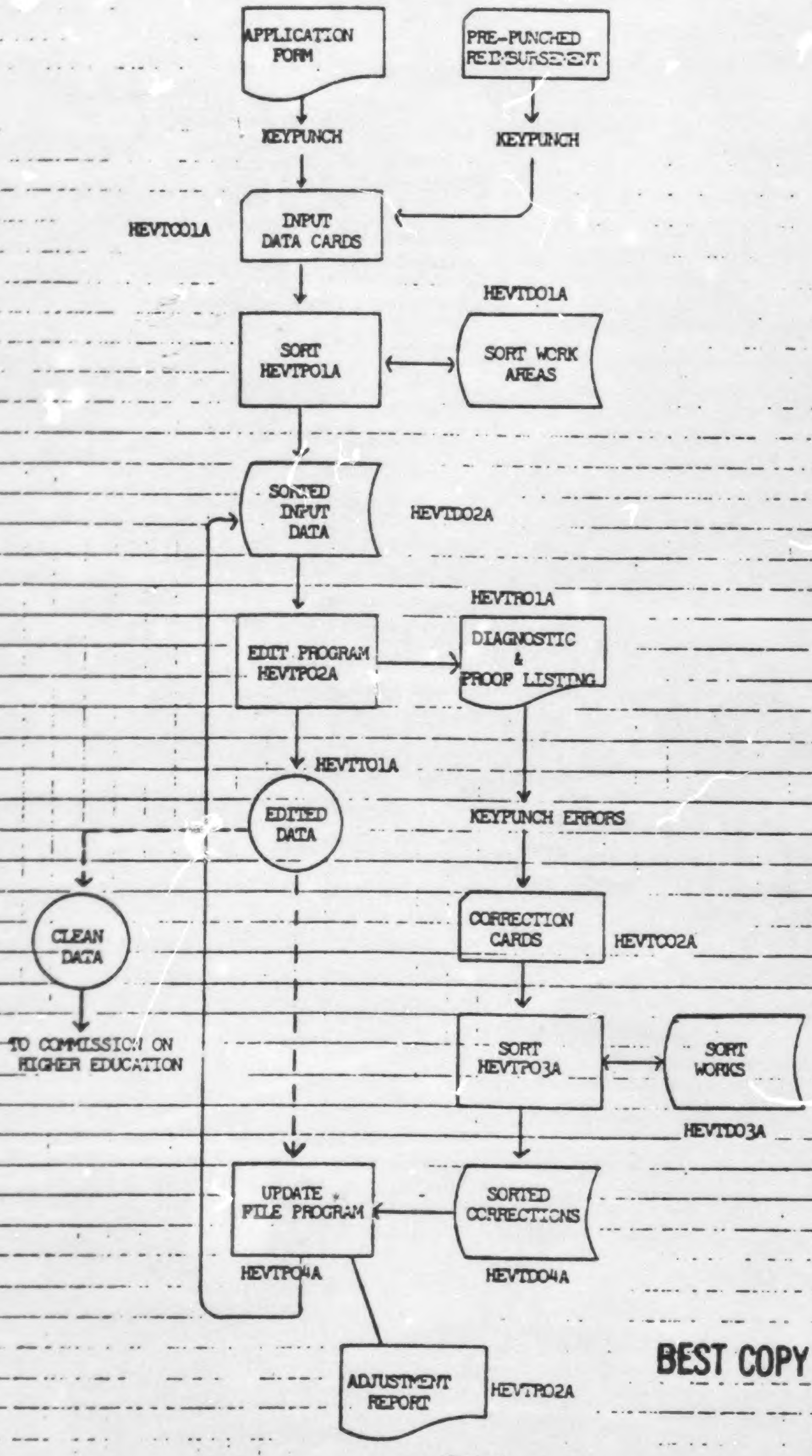
H. Amount Assistance Remaining - the amount of assistance remaining for the rest of the fiscal year.

This report will be sent to each school which has the veteran enrolled. If certified payments exceed the allowable amount, the Commission will adjust payments to institutions by the amount of any error.

Application Tuition Assistance to Colorado Veterans Date 8/23/74 Page 1 of 1

Procedure Edit Task Drawn By Colorado Commission on Higher Education

Exhibit A


APPLICATION FORM
PRE-PUNCHED REIMBURSEMENT
KEYPUNCH
KEYPUNCH
HEVTC01A
INPUT DATA CARDS
HEVTD01A
SORT HEVTP01A
SORT WORK AREAS
SORTED INPUT DATA
HEVTD02A
HEVTR01A
EDIT PROGRAM HEVTP02A
DIAGNOSTIC & PROOF LISTING
HEVTT01A
EDITED DATA
KEYPUNCH ERRORS
CLEAN DATA
CORRECTION CARDS
HEVTC02A
TO COMMISSION ON HIGHER EDUCATION
SORT HEVTP03A
SORT WORKS
HEVTD03A
UPDATE FILE PROGRAM
SORTED CORRECTIONS
HEVTP04A
HEVTD04A
ADJUSTMENT REPORT
HEVTR02A

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DIAGNOSTIC MESSAGES FOR EDIT PROGRAM

Message	Meaning	Corrective Action
1. Social Security Number Not Numeric	1. The Social Security Number contains characters other than numeric.	1. Critical - must be numeric.
2. Card Code is not equal to 1 or 2	2. The Card Code must be a "1" for card with information from the application form. Must be a "2" on the reimbursement card.	2. Critical - must be a "1" or "2".
3. Name field is blank	3. No name input.	3. Warning - should have a name but not mandatory.
4. Application received date error	4. The application date is not numeric or does not conform to date standards.	4. Warning - should be corrected.
5. Male-Female field must equal M or F	5. The male-female field is not equal to an "M" for male or an "F" for female.	5. Warning - should be corrected.
6. Service entry date error	6. The service entry date is not numeric or does not conform to date standards.	6. Critical - must be fixed.
7. Service discharge date error	7. The service discharge date is not numeric or does not conform to date standards.	7. Critical - must be fixed.
8. Total entitlement months not numeric	8. The total number of months the veteran was in the service is not numeric.	8. Critical - must be fixed.

Message	Meaning	Corrective Action
9. Total entitlement hours not numeric	9. The total number of hours the veteran was certified for are not numeric.	9. Critical - must be fixed.
10. Certifying institution code invalid	10. The institutional code is not one of the valid codes for an institution.	10. Critical - must be fixed.
11. Birth date error	11. Birth date is not numeric or does not conform to date standards.	11. Warning - should be fixed.
12. Race must equal 1, 2, 3, 4, 5	12. The race code must be a numeric number between 1 and 5.	12. Warning - should be fixed.
13. Current assistance amount not numeric	13. The current amount of dollars the veteran is receiving is not numeric.	13. Critical - must be fixed.
14. Number of weeks not numeric	14. The number of weeks that the session lasts is not numeric.	14. Critical - must be fixed.
15. Part time only	15. The student is enrolled in a session for less than 10 weeks.	15. N/A information only
16. Duplicate card codes for SSN	16. More than one card with the same card code is input for the same social security number	16. Critical - this date is rejected and removed from the file. If this is correct, no further action is required.

Message	Meaning	Corrective Action
17. Entry date greater than discharge date	17. The date the veteran entered the service is after his discharge date.	17. Critical - must be fixed.
18. Current hours not numeric	18. The current hours the veteran is enrolled for is not numeric.	18. Critical - must be fixed.
19. Number of enrollment periods not numeric	19. This field must be a numeric number representing the number of enrollment periods this information covers.	19. Critical - must be fixed.
20. Elig. months changed from XXX to XXX	20. The total months of benefits computed for a veteran were wrong and have been changed	20. If the new number of months is correct no further action is needed.
21. Total entitlement changed from XXX to XXX	21. The total entitlement hours were wrong and have been changed.	21. If the new number of hours is correct no further action is needed.
22. Assistance amount changed from XXX.XX to XXX.XX	22. The amount of assistance for the period was wrong and has been changed.	22. If the new amount of money is correct no further action is needed.
23. No application data on master	23. Either the application data has not been submitted or an incorrect SSN was coded on the reimbursement card.	23. Critical - must be fixed by submitting application data or new reimbursement card with correct SSN.
24. Rejected-Discharge too early	24. The date the veteran was discharged from his initial period of service is more than eight years before the start of the reimbursement period.	24. Critical - check discharge date. If correct, veteran cannot be paid. If incorrect, send correcting letter to CCHE.

VII. TAPE SPECIFICATIONS

1. 800 or 1,600 BPI.
2. Standard label DOS or OS accepted.
3. 9 track only
4. Record length = 80 block = 10
   Block size = 800

If these provisions cannot be met, please send cards.

If cards are sent DO NOT send the original pre-punched IBM reimbursement cards. These cards are to be kept by the institution for audit records. Duplicate the reimbursement card and send to the Commission.

INDEX

Acceptance of Award (by Student) 25
Accounting and Recordkeeping 102-109
Administrative Responsibility 15
Allocation of State Funds 91-96
Appeal Procedure (Student) 17-18
Applying for State Funds 91
Assistance Visits 134
Award Notices (Student) 25
Award Revisions (Student) 26

Books and Supplies 22
Budget Parameters, Student 20-22

Calendar for Submission of State Reports 110
Child Care Allowance 22
Child Maintenance Allowance 22
Colorado Fellowship Program 69-70
Colorado Fiscal Operations Report 115-125
Colorado Graduate Grant 67-68
Colorado Student Grant 57-58
Colorado Student Incentive Grant 42-54
Colorado Work-Study 59-64
Comparable Tuition 38
Contracts for Off-Campus Work-Study Employment 62

Dependent (Student) 3
Documentation 27-28
Documented Financial Need 6

Eligible Institution 3
Eligible Program 3
Exceptions
    Individual 1
    Policy 1
Expenditures Report 113

Financial Aid Committee 17
Financial Aid Transcript (FAT) 17
Fraud and Abuse 18
Full-time Student 5

Graduate Student 5

Half-time Student 5
Health Insurance 22
Health Profession's Loan Program 78-80

Independent Student (see self-supporting) 3, 28
Institutional Codes 55-56
Institutional Policies, written 16-17
Institutional Responsibility 27

Less than Half-time Student 6
Living Allowances 21
Loan-Matching 78-80

Maximum Awards 29
Medical Care 22

National Guard Tuition Assistance 86-90
Need-Based Policies 19
Need-Qualified Policies 19
No-Need Colorado Work-Study 60
Nursing Student Loan Program 78-80

Outreach Tuition Grant Program 84-85
Overaward 6
Overpayment 6
Overpayment Recoveries 28-29

Packaging Policy (Institutional) 23-24
Personal Expenses (Student) 20
Policy and Procedures Manual 1
Professional Student 5
Program Comparison Chart 40-41
Program Review Checklist 136-142
Program Reviews 134-135
Pro-rating Tuition 39
Refund 6, 16
Refusal (by Student) of Total Award Package 26
Repayment 6, 16
Room and Board 21

Satisfactory Academic Progress 16
Secondary Student 5
Self-supporting Student 3, 28
Special Costs 22
Spouse's Expected Contribution 23
State-Funded Student Assistance 3
Statement of Educational Purpose 25
Student Aid Roster 126-131
Student Budgets 20-22
Student Consumerism 18
Student Enrollment Information Form 99
Student Resources 23

Term Earnings 23
Terms of Agreement for Colorado Work-Study (Example) 65-66
Transportation 20-21
Tuition and Fees 22

Undergraduate Merit Award Program 71-77
Undergraduate Student 4
Utilization Rate 96
Utilization Report 114

Validation of Student Roster 132-133
Verification 27

Withdrawal Procedures 18